

# DECPLUS User's Guide

## Version 2.3

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Guide for reporting data for the Public Libraries Survey, FY 1996 under

The Federal-State Cooperative System for Public Library Data (FSCS)

June 12, 1997

The National Center for Education Statistics (NCES)

**The U. S. National Commission on Libraries and Information Science (NCLIS)**





## TABLE OF CONTENTS

1	INTRODUCTION .....	1
1.1	Background of the Federal-State Cooperative System (FSCS) .....	1
1.2	Development of DECPLUS .....	1
1.3	Revision History.....	2
2	GETTING STARTED .....	9
2.1	DECPLUS Package Contents .....	9
2.2	Computer System Requirements.....	9
2.3	User Requirements.....	10
2.4	Conventions for User's Guide and DECPLUS Screens .....	10
2.5	Installing DECPLUS .....	11
3	OVERVIEW OF DECPLUS.....	17
3.1	DECPLUS Sequence .....	17
3.2	Historical Tracking.....	19
3.3	Valid Entries Only .....	19
4	STARTING DECPLUS.....	21
4.1	Enter Current Date.....	21
4.2	Select Data File .....	22
4.3	State Characteristics File .....	23
5	DECPLUS MAIN MENU OPTIONS .....	25
5.1	A—Select File.....	26
5.2	B—Import .....	27
5.2.1	Overview of Import.....	27
5.2.2	Selecting the Type of File to Import.....	28
5.2.3	Read and Validate.....	31
5.2.4	Data Matching.....	31
5.2.4.1	Matching Routine .....	31
5.2.4.2	Checking for Name and Address Changes .....	33
5.2.4.3	Structure Change Routine .....	35
5.2.4.3.1	Keyboard Keys.....	35
5.2.4.3.2	Function Keys .....	35
5.2.4.4	Reconcile Mismatched Records (Administrative Entity or Outlet) .....	52
5.2.5	Error/Warning and Historical Data Checks.....	54
5.3	C—Report of Mismatched Record(s) .....	55
5.4	D—View/Update Record(s) .....	56
5.4.1	Keyboard and Function Keys for View/Update Record(s) .....	56
5.4.1.1	Keyboard Keys .....	56
5.4.1.2	Function Keys.....	57
5.4.2	View/Update Retrieval Menu.....	58
5.4.3	View/Update Administrative Entity Record(s) .....	62

5.4.4	View/Update Outlet Record(s).....	67
5.4.5	Edit Checking During View/Update Record(s).....	70
5.5	E—Administrative Entity Structure Changes.....	71
5.5.1	Keyboard and Function Keys and Editing for Administrative Entity Structure Changes	71
5.5.1.1	Keyboard Keys.....	71
5.5.1.2	Function Keys.....	72
5.5.1.3	Edit Checking During Administrative Entity Structure Changes.....	72
5.5.2	Add New Administrative Entity.....	74
5.5.3	Change From Administrative Entity to Outlet.....	75
5.5.4	Merge 2 Or More Administrative Entities.....	78
5.5.5	Closed Administrative Entity (Library did not merge or change) .....	80
5.5.6	Delete Incorrect Record .....	82
5.5.7	Restore Previous Deletion .....	83
5.6	F—Outlet Structure Changes .....	85
5.6.1	Keyboard and Function Keys and Editing for Outlet Structure Changes .....	85
5.6.1.1	Keyboard Keys.....	85
5.6.1.2	Function Keys.....	86
5.6.1.3	Edit Checking During Outlet Structure Changes.....	86
5.6.2	Add New Outlet.....	88
5.6.3	Change from Outlet to Administrative Entity .....	89
5.6.4	Merge 2 or More Outlets .....	91
5.6.5	Closed Outlet (Library did not merge or change).....	95
5.6.6	Outlet Moves to New Administrative Entity .....	97
5.6.7	Delete Incorrect Record .....	99
5.6.8	Restore Previous Deletion .....	100
5.7	G—Error/Warning and Historical Data Checks .....	102
5.7.1	Error/Warning Check.....	102
5.7.2	Historical Data Check.....	103
5.8	H—Report of Error/Warning and Historical Data Checks .....	105
5.9	I—Report of FSCS ID#, Lib. Name, LIB. ID#.....	107
5.10	J—Create Tables and State Summary Data.....	108
5.10.1	Summary Tables .....	108
5.10.2	Single Library Tables.....	110
5.10.3	State Summary Data.....	111
5.10.4	2-Year State Summary.....	113
5.11	K—Create Backup File .....	115
5.12	L—Save Files To Send To NCES.....	117
5.13	Q—Quit .....	121

APPENDIX A through APPENDIX P provide additional details about the Public Libraries Survey data collection and process.

APPENDIX A—TROUBLESHOOTING .....	123
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APPENDIX B—STATE CHARACTERISTICS DATA ELEMENT DEFINITIONS AND NOTES .....	127
APPENDIX C—ADMINISTRATIVE ENTITY IMPORT FILE SPECIFICATIONS .....	129
APPENDIX D—OUTLET IMPORT FILE SPECIFICATIONS .....	131
APPENDIX E—ADMINISTRATIVE ENTITY DATA ELEMENT DEFINITIONS .....	133
APPENDIX F—OUTLET DATA ELEMENT DEFINITIONS .....	149
APPENDIX G—ERROR AND WARNING MESSAGES .....	153
APPENDIX H—HISTORICAL DATA CHECK CRITERIA .....	163
APPENDIX I—STATE CODES .....	165
APPENDIX J—GLOSSARY OF TERMS .....	167
APPENDIX K—FSCS 1997 DIRECTORY & STEERING COMMITTEE STATE ASSIGNMENT LIST .....	173
APPENDIX L—FSCS STEERING COMMITTEE BY-LAWS .....	197
APPENDIX M—FSCS POLICY AND PROCEDURES FOR REVIEW OF DATA ELEMENTS .....	199
APPENDIX N—JOB DESCRIPTION OF STATE DATA COORDINATOR .....	203
APPENDIX O—1997 FSCS STEERING COMMITTEE OBJECTIVES .....	205
APPENDIX P—1997 FSCS SUBCOMMITTEE OBJECTIVES .....	207
INDEX .....	209





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# 1 INTRODUCTION

## 1.1 Background of the Federal-State Cooperative System (FSCS)

The U. S. Department of Education's National Center for Education Statistics (NCES), established in 1965, was given the responsibility for the collection, analysis and reporting of educational statistics in the United States. In 1985, a pilot project to collect public library data from 15 of 50 states was developed cooperatively by the National Center for Education Statistics (NCES) and the American Library Association (ALA) and jointly funded by NCES and the U. S. Department of Education's Library Programs (LP). The resulting report recommended expansion to all 50 states and the District of Columbia. A task force was formed, with the goal of developing a comprehensive national system of data on the status of U. S. public libraries. The legislative mandate for collecting public library statistics was included in the Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (PL 100-297). Section 406, subparts a to g mandated the development and support of a voluntary Federal-State Cooperative System (FSCS) for the annual nationwide collection and dissemination of public library data. This system collects and analyzes public library statistics annually at the State and federal levels, and provides the basis for continuing assessment of the status of public libraries.

Today, these data provide the only current, national descriptive data on the status of over 8,900 public libraries. They are used by federal, state and local officials, professional associations, and local practitioners for planning, evaluation, and policy making. These data are also valuable to researchers and educators for developing conclusions concerning the state of public libraries.

FSCS has become a working network, allowing for close communication with the states through State Data Coordinators appointed by each state's Chief Officer of the State Library Agency. NCES works closely with the National Commission on Libraries and Information Science (NCLIS), which has played a significant role in both the development and implementation of FSCS. NCES also works cooperatively with the Chief Officers of State Library Agencies (COSLA), ALA, and LP.

## 1.2 Development of DECPLUS

FSCS is an example of the synergy that can result from combining federal and state cooperation with state-of-the-art technology. FSCS was the first national NCES data collection in which the respondents supplied the information electronically, and in which data was also edited and tabulated completely in machine-readable form.

In 1989 NCES developed DECTOP (Data Entry Conversion Table Output Program), a personal computer (PC) software package for States to use in collecting individual public library data and generating statistical tables. DECTOP collected information

about public library staffing, service outlets, operating income and expenditures, size of collection, and service measures such as reference transactions, interlibrary loans, circulation and public service hours. DECTOP utilized Borland/Ashton-Tate's dBASE IV and Nantucket's Clipper database applications.

In 1990 NCES developed PLUS (Public Library Universe System), another PC software package to collect data for the public library universe, including identifying information for individual public libraries and their outlets.

In 1993 we introduced DECPLUS, a merger of DECTOP and PLUS. In addition to maintaining DECTOP and PLUS, the merger eliminates duplication of effort, minimizes duplicate data entry, enhances edit checking, and saves time.

DECPLUS' important new features and the DECTOP Revision History and changes are summarized on the following charts.

## 1.3 Revision History

DECPLUS Version 2.3

DECPLUS Version 2.3	DECPLUS Version 2.2
New 2-Year State Summary table added under Main Menu Option J, showing percent change and net change in state data.	N/A
State Summary Data screen under Main Menu Option J revised to include OFFICIAL STATE POPULATION ESTIMATE and TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREA .	N/A
Error messages 77, 79, and 82 were revised so that they are not listed on the error report when a -1 is reported.	Error messages 77, 79, and 82 were triggered when -1 was reported.
An additional valid code, UK for unknown, was added to INTERNET USE CODE.	UK was not a valid code.
New error message 8 added.	N/A
Error message 78 revised to include INTERNET ACCESS.	N/A
Error message 81 revised due to additional valid code, UK, for unknown, for INTERNET USE CODE to include the codes 'ST', 'PI',	Error message 81 used different logic.

'PE'.	
Error message 84 added.	N/A
Error message 85 added due to additional valid code, UK, for unknown, for INTERNET USE CODE.	N/A

Decplus Version 2.2

<b>DECPLUS Version 2.2</b>	<b>DECPLUS Version 2.1</b>
New Data Elements 7D and 44 through 49 added on page 1 and on a new page 3 screen under 'D - View/Update Record(s)'.	N/A
New Error Messages in G - Report of Error/Warning and Historical Data Checks (Error No. 75 - 83) corresponding to new data elements.	G - Report of Error/Warning and Historical Data Checks (Error No. 1 - 74).
Administrative Entity Import File Specifications updates for new data elements (appendix C).	N/A
State tables in 'J - Create Tables and State Summary Data' print in Landscape orientation.	Tables printed according to printer default settings.
Single library tables and state summary data and tables updated to include all current data elements.	Tables and summary data current only through interlibrary loan data elements.
'B - Import' debugged.	Merger of two outlets during outlet file import did not work correctly.
'K-Create Backup Files' and 'L-Save Files to NCES' debugged.	These functions did not work properly when running DECPLUS through Windows.
Edits on State Characteristics Screen added.	Errors 73 and 74 did not work interactively.
Automatic LIBID assignment debugged.	LIBID was not assigned as described in the user's guide.
Data Element #34 - Films deleted.	N/A

## DECPLUS Version 2.1

DECPLUS Version 2.1	DECPLUS Version 2.0
New data check in H - Historical Data Check Criteria (Error 57, data field 42)	H - Historical Data Check Criteria (Error 57, data field 1-41)

## DECPLUS Version 2.0

DECPLUS Version 2.0	DECPLUS Version 1.0
Functional on a network.	Not available.
View/Update by Administrative Entity or Outlet directly.	Outlet records could be accessed only from the Administrative Entity record of which the outlet was a part.
Print error report for a single library.	Not available.
Print error report sorted by library name or error number.	Not available.
Allow update of LIB ID field.	LID ID was a display only field.
Set sound off for import warnings.	Not available.
Does not allow data input beyond Administrative Structure code for Administrative Structure = 'AO' or Legal Basis code = 'SL'.	Data input beyond Population of the Legal Service Area for Administrative Structure code = 'AO' and Interlibrary System Relationship Status Code = 'HQ' or Legal Basis code = 'SL' was not allowed.
New Error Messages in G - Report of Error/Warning and Historical Data Checks (Error No. 61 - 67).	G - Report of Error/Warning and Historical Data Checks (Error No. 1 - 60).

DECPLUS Version 1.0

ITEM	DECTOP Version 4.0	PLUS Version 1.0	DECPLUS Version 1.0
Coverage	Administrative entities only	Administrative entities and outlets	Administrative entities and outlets
Import	1 file (FSCS format)	1 file (PLUS format)	2 files (FSCS and PLUS formats with minor changes)
Looking at or changing pre-existing records	D—View/Update Library Record(s)	Modify-Administrative Entity/Outlet Record(s)	D—View/Update Record(s)
Adding, deleting or making other structure changes to records	D—View/Update Library Record(s) E—Create New Library Record(s) F—Delete Library Record(s)	Add-Administrative Entity/Outlet Record(s) Delete-Administrative Entity/Outlet Record(s) Modify-Administrative Entity/Outlet Record(s)	E—Administrative Entity Structure Changes F—Outlet Structure Changes
Tracking historical changes	None available	None available	New file tracks official name and address changes, new libraries, mergers, closings, etc.
Save File to Send to NCES	Allows a data file with -2's to be sent to NCES	Allows a data file with -2's to be sent to NCES	Does not allow a data file with -2's to be sent to NCES

ITEM	DECTOP Version 3.0	DECTOP Version 4.0
Initial Prompt(s)	Reporting Year	Reporting Period Starting and Ending Date, and Unduplicated Population of Legal Service Area
Main Menu Options	Letters disappeared w/monochrome monitors	Fixed
Historical Data Check	New to Version 3.0	Some minor modifications
"XXX should not be zero" error check	None	Error checks added for: Population of Legal Service Area, Total Paid Employees, Total Income, Total Operating Expenditures, Book/Serial Volume, Public Service Hrs/Yr, Attendance, Circulation
F5 to save a data record	Saved record and cleared screen	Saves record without clearing the screen
F9/F10 function keys to "scroll" between data records	Did not scroll properly	Fixed
Error Listing	Option to save to ASCII file or print	Always saved to ASCII file, and provides an option to print
Help	Limited help system	Enhanced help system



## DECTOP Version 3.0

ITEM	DECTOP Version 2.0	DECTOP Version 3.0
Main Menu	Multi-level	Consolidated menus with fewer layers
Data files		Now compatible with all previous versions of DECTOP
Data Entry from Keyboard	Blanks allowed	Blanks, or no entry, <i>not</i> allowed in numeric data elements. User <i>must</i> enter -1, 0 or any positive, legitimate value.
Data Matching		Improved and fixed bugs
Historical Data Check	None	New historical edits and report
Master File	Available directly from Main Menu	Hidden from Main Menu-Available upon special request
Summary Data		Automatically prompt user for the correct unduplicated Population of the Legal Service Area when creating summary data
Tables		Add new single library tables. Minor changes to summary tables
Save File to NCES	Copy the DXX91.DBF file only to floppy disk	Copy both the DXX91.DBF and the error file, DXX91ERR.RPT, to floppy disk
Save File Format	dBASE file only	ASCII or dBASE file
Data File Backup(s)	None	Automatic

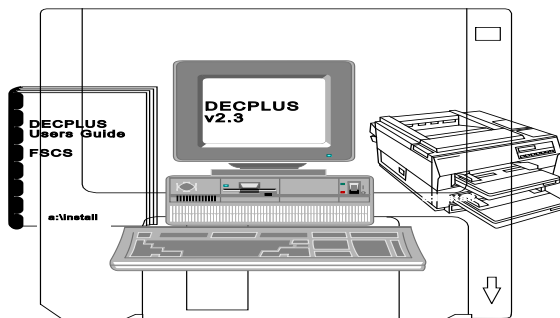
ITEM	DECTOP Version 1.X	DECTOP Version 2.0
Initial Prompts	Prompt for State	Prompt for current reporting year and State data file to automatically retrieve for matching purposes
Data Not Entered By User i. e. blank entries	-4	-2
Not collected, Not available, Not reported	-1, -2, -3 respectively	-1 for all three conditions
Data Element #34—Unduplicated Public Service Hours	Used	<i>Not</i> used and eliminated from data entry screens
Data Element #35—Duplicated Public Service Hours	Measured weekly  Previously "Duplicated Public Service Hours"  1 decimal place	Measured <i>annually</i>  Renamed "Public Serv Hrs/Yr"  0 decimal places
Data Element #36—Attendance in Library	Measured weekly	Measured <i>annually</i>
Data Element #37—In-Library Use of Materials	Used	<i>Not</i> used and eliminated from data entry screens
Data Element #38—Reference Transactions	Measured weekly	Measured <i>annually</i>
Data Element #43—Year		New data element to record current FSCS reporting year
Import Process	Import and validate	Import, validate and <i>Data Matching</i>
Error Listing (ERROR.DAT)		More detailed information included, such as the error number, error message, record, error data element(s), etc.
DECTOP User's Guide	8½" by 6" Manual	Expanded 11" by 8½" Manual

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## 2 GETTING STARTED

### 2.1 DECPLUS Package Contents

This DECPLUS package comes complete with this User's Guide and a 3 1/2" floppy disk containing all software and data files.



DECPLUS is available on a 3 1/2 inch high density floppy disk. The DECPLUS disk contains the DECPLUS program software and the following data files: 1) the previous year's administrative entity data file (DXX96.DBF), 2) the template file for administrative entity data for the new FSCS submission year (DXX97.DBF), 3) the outlet data file (PLUSXX.DBF), 4) the state characteristics data file (DXXCHR.DBF) and 5) the historical tracking files for administrative entities (HXXADM.DBF) and outlets (HXXOUT.DBF). Once DECPLUS is installed, the use of several files to store data is transparent to the user. All data are automatically stored in the appropriate file.

### 2.2 Computer System Requirements

To function properly, DECPLUS *must* be installed on a personal computer with a hard or fixed disk. If you do not have a hard disk, or are unsure of your system setup, please consult your local technical support staff, or contact NCES. In addition, the Glossary of Terms (Appendix ), page 167) may be helpful.

DECPLUS requires an IBM PC, XT, AT, PS/2 or a 100% compatible computer with:

- A minimum of 640 kilobytes of dynamic random access memory (640K RAM).
- MS-DOS or PC-DOS version 2.0 through 3.31, or 6.2. SHARE is a DOS utility which installs file-sharing and locking capabilities on your hard disk and is currently supported.
- A double-sided, high density 3 1/2" floppy disk drive.
- A hard disk with at least 3 megabytes (MB) of free space for program and data files.
- An Epson compatible, wide carriage (i.e., 130 cc), dot matrix, or an HP Series II or compatible laser printer to print tables.
- A color graphics card and color monitor are preferred, but are not required.

## 2.3 User Requirements

The DECPLUS software does not require an advanced level of personal computer expertise, but does require the user to have a basic knowledge of how to use a personal computer and DOS. Information on DOS is available in 'Getting Started on the Microcomputer Using the Disk Operating System (DOS)', provided to each State Data Coordinator in May 1991.

## 2.4 Conventions for User's Guide and DECPLUS Screens

' '	During DECPLUS installation, DECPLUS screens use single quotes ' ' to indicate one or more keys that a user should press. Thereafter, DECPLUS screens use <>. In the manual ' ' are used for emphasis only.
< >	This manual and the DECPLUS screens use < > to indicate one or more keys that a user should press. For example, <Enter> means that the user should press the <Enter> key. Do not type the word 'Enter'.
" "	In this manual, prompts are enclosed in double quotes " ", e.g. "Select a data file to be retrieved". On DECPLUS screens, prompts are not enclosed in " ".
windows	Windows pop-up in the form of a box on a preexisting or a blank DECPLUS screen. Typically, the window offers a list of items for selection by scrolling, usually, a list of libraries (e.g., page 38). Use the

Up Arrow, Dn Arrow, PgUp, or PgDn keys or Scroll by first letter to move 'scroll' from one selection to another. These scrolling options are discussed in more detail below. DECPLUS highlights your current selection. Press <Enter> to finalize your current selection.

Scrolling options are used in windows to move the cursor as shown below.

<Up Arrow>	Accepts data that the user has just typed for the current data element and moves backward to the previous data element.
<Dn Arrow>	Accepts data that the user has just typed for the current data element and moves forward to the next data element.
<PgUp>	When applicable, accepts data that the user has just typed for the current data element and moves backward one page or screen to the previous screen.
<PgDn>	When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.
'Scroll by first letter'	When applicable, used to scroll to an item. The user types the first letter of the item.

Another type of window prompts the user to type a short response. Two other types of DECPLUS windows are 'Select Option' and 'Data Entry Screen'. These are discussed below.

Select Option	The DECPLUS screen displays a list of items followed by the prompt "Select Option: [ ]". The user responds by typing the letter or number that appears on the screen by the option he has selected, but does <u>not</u> press <Enter>. DECPLUS automatically proceeds to the next screen.
Data Entry Screen	When a screen or window is labeled 'Data Entry Screen', the user keys in data and presses <Enter> for each data element on the screen.

## 2.5 Installing DECPLUS

### Using the Internet to Obtain DECPLUS

DECPLUS is available for downloading from the Internet, through either FTP (File Transfer Protocol) or the Census Bureau's World Wide Web (WWW) site.

The Internet availability of the DECPLUS software and data files could prove useful if you have a problem with the enclosed diskette, or if changes are made to the software or to your data files.

### Using the WWW

Using a Web browser, point to <http://www.census.gov/ftp/govs/www/tools.html> and click on "Public Libraries". Be sure to read the *instructions* on how to download and install the software and

data files for your state. These are summarized following the next section on **Using FTP**. The *announcements* will tell you the release data of the software, and provide information regarding recent modifications. If you need assistance using the WWW, either consult your system manager, call Regina Padgett at 1-800-622-6193, or send e-mail to **pls@census.gov**.

### Using FTP

If you have access to the FTP program/protocol, start the FTP program. If you need assistance using FTP, consult your system manager, call Regina Padgett at 1-800-622-6193, or send e-mail to **pls@census.gov**. Once the “FTP” prompt appears, type the following command **exactly** as it appears.

**Case sensitivity (capital letters vs small letters) is critical.**

```
FTP>open ftp.census.gov (or type “open 148.129.129.15”)
```

Type the command above and press <return/enter>. This command will connect you to our Internet site. You should see the following message in response to your “open” command:

```
Connected ftp.census.gov
200 Gateway FTP server...
Name (ftp.census.gov:<user name>): anonymous
```

Type in “anonymous” as your user name. You will be prompted for a password.

Password:<**type in your e-mail address here**> Type in your e-mail address at the password prompt (e.g., jpublic@census.gov). A welcome message will appear next.

Transfer to the appropriate directory by entering the following command:

```
FTP>cd pub/govs/tools/pls
```

Then transfer the DECPLUS software and your State’s data to your site using the following command:

```
FTP>get<filename>
```

The files are named:

1. DECPLS.EXE (DECPLUS Software)
2. STATE.EXE (Your State’s filename)

The instructions and announcement files are also available at this location.

Now type “quit” to exit:

```
FTP>quit
```

### Installing software obtained over the Internet via FTP or WWW

Installation is slightly different from that of the diskette version. The DECPLUS System and data files are packaged as two self-extracting archives. You must first create a new directory (e.g., c:\pls) into which you will then download the two .EXE files. You must then run the two .EXE files,

For information about returning your final data files to Census via e-mail or FTP, see 5.12 'L-Save Files to Send to NCES'.

### Installing by diskette (Provided to SDC upon request)

It does not matter whether this is a first-time installation of DECPLUS or an upgrade of an earlier version of DECPLUS, because every installation is treated as a first-time installation. To install DECPLUS:

1. Turn your PC's power on.
2. Insert the *DECPLUS - INSTALL DISK* into drive A (or B), and type the following command at the DOS prompt:

A:INSTALL <Enter>

(or B:INSTALL <Enter>)

The screen below appears:

[illegible]

The following example is from a computer connected to a network. See page 15 for instructions on installing DECPLUS on a network.

Please select a drive to install PUBLIC LIBRARIES SURVEY FY96

After selecting the destination drive, another screen will allow you to choose the directory to be installed. To install to the default directory, press the <Enter> key. It is recommended that you install to the default directory.

4. The installation program automatically creates a subdirectory called DECPLUS23<sup>7</sup> (unless another is designated) on the designated hard disk, and copies and uncompresses the DECPLUS software and data from the computer's hard disk. Next, the user should see the following, indicating a successful installation:

	F	V	C	G
	*****			
	Installation of PUBLIC LIBRARIES SURVEY FY96 is now complete			



### Network Installation

To install DECPLUS on a network drive, you must first install the program on your hard disk, following the above instructions (see 2.5 Installing DECPLUS, page 11). After installing on the hard drive, create a directory on the network drive named DECPLS23 and copy all the files from the DECPLS23 subdirectory on the PC's Drive C: to the network directory.

For example, the following DOS commands create the appropriate subdirectory on a network Drive R: and then copy the DECPLUS files to that subdirectory. The user must then begin DECPLUS from the Drive R: DECPLUS subdirectory.

<u>Prompt on screen:</u>	<u>Command entered:</u>
C:\DECPLS23> (or C:>)	r:\network\make DECPLS23 <Enter>
C:\DECPLS23>	copy *.* r:\network\DECPLS23 <Enter>
C:\DECPLS23>	r: <Enter>
R:>	cd\network\DECPLS23 <Enter>
R:\NETWORK\DECPLS23>	DECPLS23 <Enter>

### Deleting Old DECPLUS Files

DECPLUS 2.3 installation does not automatically delete the DECPLUS 2.2 files and directory. Delete these by typing:

<u>Prompt on screen:</u>	<u>Command entered:</u>
C:\DECPLS22>	del *.* <Enter>

DOS prompts "Are you sure?". Type <Y> to confirm the deletion(s). Then type the following:

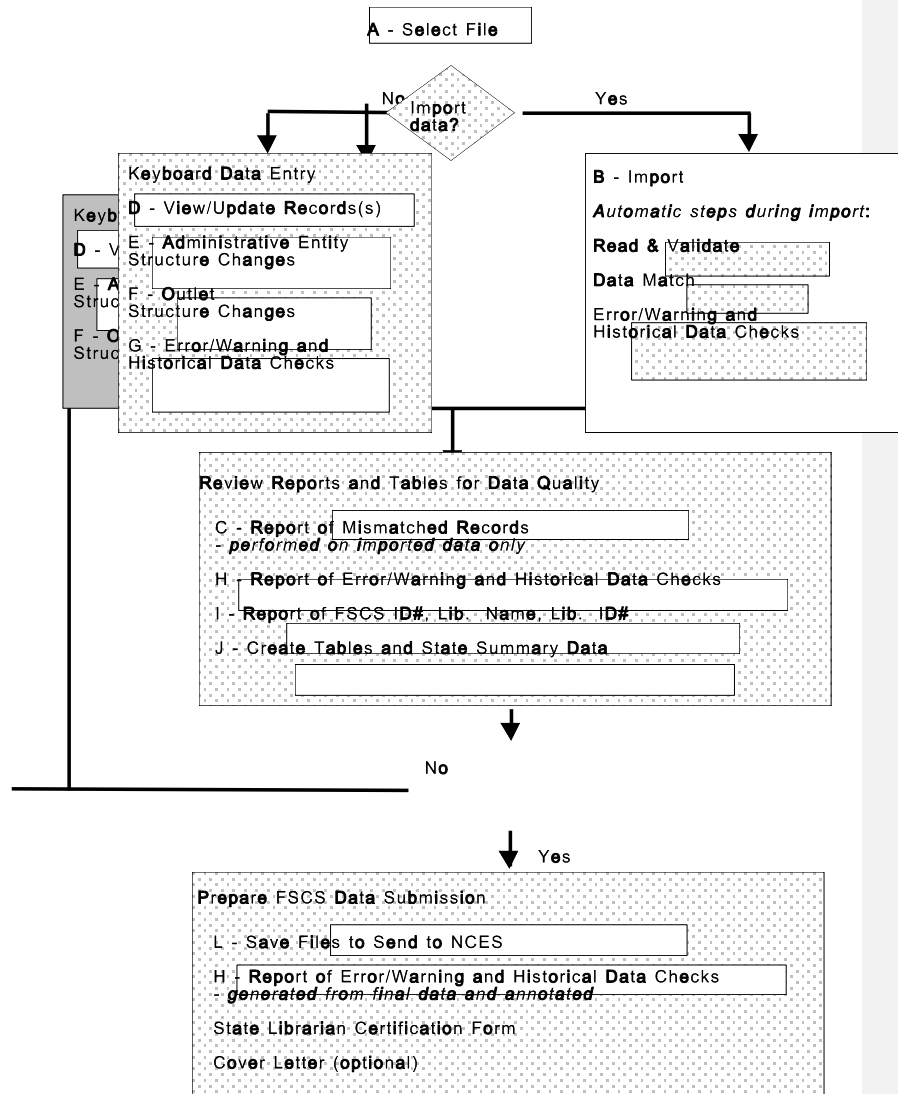
<u>Prompt on screen:</u>	<u>Command entered:</u>
C:\DECPLS22>	cd\ <Enter>
C:>	rd decpls22 <Enter>

Be sure that you are in the correct directory, or you may delete the wrong files!

## **3 OVERVIEW OF DECPLUS**

### **3.1 DECPLUS Sequence**

The flowchart below provides an overview of DECPLUS and its Main Menu Options:



In general, DECPLUS uses the following sequence.

1. Enter your data into DECPLUS by using import or keyboard data entry.

In import, one 'reads in' an entire file of records created from a source other than DECPLUS, e. g. from a mainframe computer, a Lotus 1-2-3 spreadsheet, or a dBASE database (see 'B-Import' on page 27).

For keyboard data entry, one may add, modify or delete individual DECPLUS records (see pages 73 and 87) and use 'D—View/Update Record(s)' to enter data for each record (see page 58).

Official name and address changes and structural changes are automatically tracked in a historical tracking file, whether records are imported or entered by keyboard.

2. Edit your data using the following tools:

The error/warning and historical checks report generated in 'G—Error/Warning and Historical Data Checks' (see page 103). You can print this report without creating it again using 'H—Report of Error/Warning and Historical Data Checks'. Error reports can be generated for all libraries or for a single library.

The reports in 'C—Report of Mismatched Record(s)' and 'I—Report of FSCS ID#, Lib. Name, Lib. ID#' and the single library tables, state tables, and state summary data in 'J—Create Tables and State Summary Data' (see page 108).

3. When your data are final, prepare your FSCS submission materials:

Generate an error/warning and historical check report using the DECPLUS Main Menu option G. This report should be printed out and annotated regarding data that fail edits but are in fact correct.

Save your data and error files using 'L—Save File to Send to NCES' (see page 117). Data may be submitted by including a diskette with the other submission materials, or over Internet to the Bureau of the Census FTP site. Instructions for submitting all materials can be found under 'L—Save File to Send to NCES'. (DO THIS OPTION EVEN IF ZIPPING THE FILE UP TO FTP OR MAIL TO US.)

Complete the State Librarian Data Certification form, which should be signed by your state librarian.

## FSCS ID#

Administrative entities have unique FSCS ID#'s that conform to the XX#### FSCS numbering scheme, where XX is the State abbreviation and #### is a DECTOP or DECPLUS-provided identifying number. Outlets are given the same FSCS ID# as their 'parent' administrative entity, plus a unique 3-digit suffix identifying that specific outlet. Identifying information on administrative entities that are also central libraries is included on the Administrative Entity and the Outlet files.

## 3.2 Historical Tracking

A historical change tracking mechanism was established beginning with DECPLUS version 1.0. For both outlets and administrative entities, a historical file tracks official name and/or address changes and structural changes, such as library closings, new libraries, the merging of two libraries, etc. DECPLUS builds this file automatically as the user enters data so there is little additional burden to the DECPLUS user. To accommodate this tracking system, minor modifications have been made to keyboard data entry.

View/Update Administrative Entity Record(s) (see page 62) and View/Update Outlet Record(s) (see page 67) are used to look at and/or to make changes to preexisting records. The DECPLUS Main Menu Options 'E-Administrative Entity Structure Changes' and 'F-Outlet Structure Changes' are used to make structural changes to outlet or administrative entity records.

## 3.3 Valid Entries Only

Invalid entries are not permitted during data entry. DECPLUS software uses a -2 to indicate a data element that has been left blank. So long as the data element remains a -2, DECPLUS will not allow the user to import or to proceed to the next or previous data element during keyboard data entry. The user **must** enter a valid entry, i.e., -1, 0, a positive numeric value, or a valid alpha character code, or alpha character data.. Therefore the following responses are acceptable to DECPLUS:

-1	"-1" means "we don't know this, don't collect this, or can't get this item right now or this does not apply".
0	Zero means "we have none of this item".
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
A valid alphabetic code	Enter the appropriate alphabetic code. Data elements that contain coded data (i.e., interlibrary relationship code) are described in appendices E and F.
Alphabetic/numeric information	Enter the appropriate alphabetic/numeric data. For all other data elements (i.e., address), any alphanumeric data is acceptable.

Estimates can be used if exact data are not available. Financial data are reported in whole dollars.



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## 4 STARTING DECPLUS

Start DECPLUS by typing the following at the DOS prompt as shown below:

```
cd\DECPLS23 <Enter>
```

```
DECPLS23 <Enter>
```

### 4.1 Enter Current Date

The user is greeted by a DECPLUS welcome screen and a prompt to enter the current date with a default date shown:

```

**DECPLUS**

Press <Enter> to confirm that the date shown on the screen is correct.  DECPLUS uses your computer's internal clock to
set the date, so the default date should be today's date.
11/05/97
Public Library Universe

```

If today's date is different from the default date, enter today's date. A valid date is entered in the MM/DD/YY format, where MM is the number value of the month, DD is the day of the month and YY is the last two numbers of the year, e.g., enter May 15, 1997 as 05/15/97.

## 4.2 Select Data File

After the user enters the current date, a screen appears listing your state's data files and prompts you to select the data file you wish to retrieve.

SELECT FILE
Normally you would select your state's 1997 FSCS submission year file (DXX97.DBF).
_____
_____

### Your State's 1997 FSCS Submission Year File

Your state's file for the 1997 FSCS submission year (DXX97.DBF) is a 'template' file that contains records for administrative entities, including: 1) public libraries, 2) state library agencies and administrative entities only, and 3) headquarters of systems (federations) not serving the public. For public libraries, data are collected for items 1 through 49 (except item 1A, which is automatically assigned by DECPLUS). For state library agencies and administrative entities only, data are collected only for data elements 1 through 7D.

The template file contains prior-year data for items 1 through 7D and for items 47 through 49 because this information is not expected to change much from year to year--the user should update the data if they have changed. The remaining items (i.e., 8 through 46) on the template file have been left blank or filled with -2, and the user should provide data for these items.

### Data File Names

DECPLUS administrative entity files use the naming convention 'D', followed by your two letter state abbreviation (see Appendix I—State Abbreviations), followed by the last two numbers of the applicable FSCS submission year, followed by '.DBF'. Thus, Wyoming's administrative entity file for FSCS submission year 1997 is 'DWY97.DBF' and Wyoming's administrative entity file for FSCS submission year 1996 is 'DWY96.DBF'. Note that the FSCS submission year is defined as the year in which the FSCS data is submitted to NCES. In this manual, files will commonly be referred to with your state abbreviation as 'XX'. For example, we'll refer to the administrative entity data file as DXX97.DBF. Substitute your state abbreviation for XX, such as 'WY' for Wyoming above.

After the user selects the current year's administrative entity data file, the program automatically displays the complete state name and the FSCS submission year in the lower right hand corner of the DECPLUS Main Menu screen.

## 4.3 State Characteristics File

---



After the user selects a data file, DECPLUS automatically displays a screen so the user can enter state characteristics data (see Appendix B—State Characteristics Data Element Definitions and Notes).

STATE CHARACTERISTICS DATA ENTRY SCREEN	
Items 01 and 02 automatically display your state's name (Wyoming in this example) and the FSCS Submission Year for the data file you have retrieved; so no data needs to be entered.	
<b>The user enters data for Reporting Period Starting Date, Reporting Period Ending Date, Official State Total Population Estimate and the Total Unduplicated Population of Legal Service Areas.</b>	

The first time you enter DECPLUS, these data elements will be (-2). Once you enter the data for this submission year, they will be saved and will appear each time you enter DECPLUS.

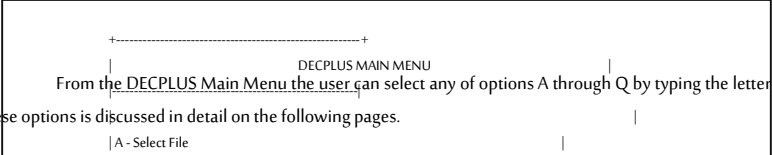
To enter the state characteristic data, scroll to the data element, type in the data, and press <Enter> after completing each item. If the user has previously entered these items, press <Enter> to edit any of the items.

Note that the Reporting Period covered in this submission is fiscal year 1995-96. Reporting Period Starting Date is the earliest date (month and year) for a 12-month period that applies to the data being submitted for your state. If these data are collected for several local reporting periods, provide the earliest date. Reporting Period Ending Date is the latest date (month and year) for a 12-month period that applies to the data being submitted for your state. If these data are collected for several local reporting periods, provide the latest ending date.

After the user presses <Enter> for the final item, the data are automatically saved and the screen disappears. Next, the DECPLUS Main Menu is displayed. The state characteristics data are automatically saved in the file 'DXXCHR.DBF'.

## 5 DECPLUS MAIN MENU OPTIONS

After the user verifies or enters the current date, selects the current year data file, and supplies the state characteristics data, DECPLUS automatically presents the user with the thirteen Main Menu options shown below.



DECPLUS MAIN MENU

From the DECPLUS Main Menu the user can select any of options A through Q by typing the letter of the option. Each of these options is discussed in detail on the following pages.

A - Select File

Note that your state's name and FSCS submission year appear at the bottom right-hand corner of the DECPLUS Main Menu screen.

## 5.1 A—Select File

DECPLUS automatically enters this function when starting up (see 4.2 Select Data File, page 22). You will only need to use this option if you wish to work on a different data file than the one you selected when you started DECPLUS, or if you wish to access the state characteristics data (reporting period start and end dates and state population figures).

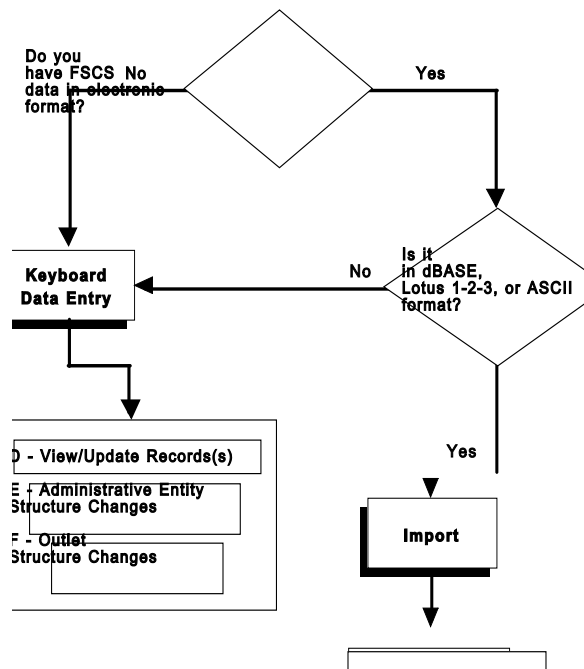
A screen prompts the user to select the data file you wish to retrieve. Your data files are listed.

SELECT FILE
<hr/>
<u>After the user selects a data file, the user must decide between two ways to enter the state's data.</u>

If the user plans to import data, see section 5.2 'B—Import', for instructions. Many of the other menu options are embedded in the Import function, and the user may need to use some of these following the import procedure, so we encourage you to review the sections referenced below as well.

If the user plans to use keyboard data entry, refer to 5.4 'D—View/Update Record(s)', 5.5 'E—Administrative Entity Structure Changes', and 5.6 'F—Outlet Structure Changes' for instructions (pages 56, 71, and 85, respectively).

## 5.2 B—Import



### 5.2.1 Overview of Import

DECPLUS performs most of the steps summarized below automatically during the import process, when the user selects option 'B - Import' from the DECPLUS Main Menu. Note that because import is mostly automatic, the user generally cannot make changes to the data during import. If you discover errors in your imported data (i.e., during the data matching routine), use menu option 'D - View/Update Record(s)' to correct data.

Import files should be saved in the DECPLUS directory (c:\DECPLS23) in order for the import routine to run correctly. The import files should conform to Appendix C and D exactly. If you experience problems while importing data, please see Appendix A (Troubleshooting). If unable to resolve the problem, please contact Regina Padgett of the Bureau of the Census at (800) 622-6193 or [pls.census.gov](mailto:pls.census.gov). Please keep a copy of the original import file for Census to review.

**Automatic routines run during import:**

**Read and Validate** - Opens the import file(s), copies the data into a temporary DECPLUS data file, and validates the data against the Administrative Entity Import File Specifications or Outlet Import File Specifications (see Appendices C and D).

**Data Matching** - Using an interactive process, matches records in the current data file against records from the previous year.

**Error/Warning and Historical Data Check** - Performs general error/warning checks and an error check based on changes from the previous year to the current year (See 5.7 G - Error/Warning and Historical Data Checks, page 102, and Appendices G and H).

**Report of Mismatched Records** - Prepares a report of records that are on the prior year file but are not on the current year file after structure changes. Shows deleted, merged, closed and other entities that no longer exist.

## 5.2.2 Selecting the Type of File to Import

Both administrative entity and outlet files can be imported into DECPLUS, but DECPLUS imports them in sequence, not simultaneously. To initiate an import, type <B> at the DECPLUS Main Menu. A screen asking the user to select the type of file to import is displayed:

IMPORT

Type <1> to import an administrative entity file.    Type <2> to import an outlet file.    Type <3> to set sound off during import.    Type <R> to return to the Main Menu.

No matter what format you use, **DO NOT** use the DECPLUS file naming convention for your import file name, e.g., avoid DXX96.DBF, DXX97.WK1 or PLUSXX.TXT, etc.

**Selecting the Administrative Entity File Format**

If the user selects <1> to import the administrative entity file, the Administrative Entity File Import Menu is displayed, showing three different file format options for administrative entities: dBASE, Lotus 1-2-3 and ASCII flat file.

IMPORT

The user selects one of the three, by typing <1>, <2>, or <3>. These file format options for administrative entities are described below.

### **dBASE File Format**

Originally created by Ashton-Tate's dBASE software, the dBASE file format is a very widely used database file format. Other dBASE-compatible database applications, also compatible with DECPLUS, include FoxPro, R:Base, Superbase 4 and Alpha Works. Also, many spreadsheet applications will write dBASE files, including Quattro Pro and Lotus 1-2-3.

This option allows the user to import data from dBASE (or dBASE compatible) files created outside of DECPLUS, but compatible with DECPLUS file formats. File names must have the extension '.DBF' and files must meet all Administrative Entity Import File Specifications (see Appendix C).

The **names** of the data elements in the import file do not need to match the FSCS data element names. However, the **sequence or order** of the data elements within the import file **must** match the sequence of data elements as shown in the Administrative Entity Import File Specifications (see Appendix C). Columns with a width greater than 1 should not be left blank. Use a -1 if you do not know the answer.

### **Lotus 1-2-3 File Format**

Lotus 1-2-3 is one of the most widely used spreadsheet applications in the IBM PC and compatible market. The DECPLUS user can import data from Lotus 1-2-3 spreadsheets compatible with the Administrative Entity Import File Specifications (see Appendix C). As with the dBASE file format, most database or spreadsheet applications will save files in the Lotus 1-2-3 format.

Lotus 1-2-3 file names must have either a '.WKS', '.WK1', or '.WK3' extension. The import process creates an individual record for each row of the Lotus 1-2-3 spreadsheet in a new .DBF file. For best results, please observe the following:

- Prepare the spreadsheet file by removing all headers, macros, formulas and extraneous entries.
- Use only numeric data in numeric data elements. Be sure that cells containing numeric data do **not** use 1-2-3 labels markers such as ', ', '^ or \.
- All character type data should be defined as labels (i.e. phone numbers and zip codes should be defined as labels). Examples of labels markers are characters such as ', ', '^ or \.
- Do **not** leave any blank rows at the top of the spreadsheet. Note: In DECPLUS, even Lotus 1-2-3 Version 1.X files (.WKS extension) must **not** have a blank row at the top of the spreadsheet!
- Columns with a width greater than 1 should not be left blank. Use a -1 if you do not know the answer. Data elements with a width of 1 should be blank if you do not know the answer.

- Be sure there is data in **every** cell in the first row of the spreadsheet, including data elements that are no longer used (cells L1, AE1, AH1, and AK1). If you leave column AH (formerly Unduplicated Hours) blank, dBASE skips it and moves to column AI (Public Service Hrs/Yr) and imports it into the Unduplicated Hours data field. Consequently, all the subsequent data is imported into the wrong data elements! As a precaution, we suggest you fill columns L, AE, AH, and AK, with -1.
- Use the **File / EXtract** command to extract just the data portion of your spreadsheet. Do **not** simply save the file, no matter what spreadsheet application you are using.

#### ASCII Flat File Format

Most database, spreadsheet and word processing applications can export data to the ASCII flat or fixed-length format. The ASCII flat file must conform exactly to Administrative Entity Import File Specifications (see Appendix C). The ASCII file name can be any legitimate DOS name with any extension (.TXT is most common for text files). The administrative entity ASCII flat file can contain only administrative entity records; outlet records must be removed. Columns with a width greater than 1 should not be left blank. Use a -1 if you do not know the answer.

#### THE OUTLET FILE FORMAT

For outlets, DECPLUS supports only the import of ASCII flat files (described below). DECPLUS does not support dBASE and Lotus 1-2-3 formats for outlet file import.

#### ASCII Flat File Format

Most database, spreadsheet and word processing applications can export data to the ASCII flat file format. The ASCII flat file must conform exactly to Outlet Import File Specifications (see Appendix D). The ASCII file name can be any legitimate DOS name. The Outlet ASCII flat file can contain only outlet records; administrative entity records must be removed.

### 5.2.3 Read and Validate

After the user has selected the type and format of file to import, the import begins. First, DECPLUS automatically opens the import file and, 'reads' (copies) the data within it to a temporary DECPLUS data file. For ASCII text files, DECPLUS then validates the data against the Administrative Entity Import File Specifications or the Outlet Import File Specifications (see Appendix C or D, respectively). While reading and/or validating the import file, DECPLUS will display the message "Processing Rec #:" and "% done", showing DECPLUS's progress.

Note that the read and validate process does not change the original import data file.



## 5.2.4 Data Matching

This four-step feature begins automatically after the Read and Validate routine. First, key information (e. g. NAME, LIB ID#, etc.) from last year's data is compared to the import data to match as many records as possible. At the same time, DECPLUS records official name and address changes. In the third step, DECPLUS runs a structure change routine to resolve any records on the import file that have not been matched to the prior year file. Finally, DECPLUS allows deletion of records on the prior year file not found on the import file.

### 5.2.4.1 Matching Routine

As part of import, DECPLUS automatically attempts to match records from the current year's import file against records from the previous year's database. DECPLUS completes two types of matches, an automatic match and a conditional match. The following examples show the routine only for the administrative entity file, but the outlet file routine works exactly the same.

There are two criteria for an automatic match:

- 1) DECPLUS checks records to see if the LIB ID# and NAME (of library) on the import file exactly match the data on the prior year data file. If both match, the records are considered an automatic match and the FSCS ID# is used.
- 2) If DECPLUS can match the library record to only one of these two key data elements, the matching routine also attempts to match any **two** of the following additional data elements: ADDRESS, CITY, ZIP1 or PHONE. If this condition is met, the record is considered an automatic match.

A match on only **one** of the six data elements described above constitutes a conditional match. The minimum criteria for an automatic or conditional match and the corresponding data matching action are summarized below:

DATA MATCHING ACTION	LIB ID#	NAME (of Library)	ADDRESS, CITY, ZIP1, PHONE
Automatic Match	Yes	Yes	None
	Yes	No	Any 2 of the 4
	No	Yes	Any 2 of the 4
Conditional Match, (i.e., prompt user for match)	Yes	No	None or any 1 of the 4
	No	Yes	None or any 1 of the 4

	No	No	Any 1 of the 4
--	----	----	----------------

In a conditional match, DECPLUS prompts the user using a 'split-screen' with both data records showing, to confirm whether there is a specific library record match. In the following example, the LIB ID# and only one of the other four variables match, so this is a conditional match.

DATA MATCHING - ADMINISTRATIVE ENTITY	
+-----1997 Template Data-----+	+-----1997 Import Data-----+
<p>After a conditional match is found and the user accepts it by typing &lt;Y&gt;, the record is copied to the data file with the correct FSCS ID#, and DECPLUS moves on to the next record. Press &lt;Esc&gt; to restart a match for a particular record. Press &lt;F2&gt; to terminate the import. If you identify a duplicate record during data matching, write down key information, such as LIB ID# and Name (of library), of the record, and delete that record using option 'E-Administrative Entity Structure Changes' (see page 71) after you return to the DECPLUS Main Menu.</p>	

Be especially careful when importing data for new libraries that are really structure changes. For example, if two library systems merge and the administrative entity keeps the address of one of the old systems, DECPLUS may read this as a conditional match between the new entity on the import file and the old entity on the prior year record. You can either 1) not accept the match (type <N>) or 2) accept the change (type <Y>) and then treat the record as an official name change that requires a structure change (see below). Either way, the record will show up as unmatched later during the Structure Changes routine.

Important! The data matching routine is **not** case sensitive! For example, a library name entered in upper-case letters (e. g. 'MAIN LIBRARY') will be successfully matched with a library name entered in lower-case letters (e. g. 'main library').

Before continuing to the next record, DECPLUS checks for name and address changes from the prior year record to the import record just matched (whether an automatic or conditional match).

#### 5.2.4.2 Checking for Name and Address Changes

While in the Data Matching routine, DECPLUS automatically checks for name and/or address changes so that the change can be tracked in the historical file if appropriate.

**Name (of library) Change** - When a user updates a name in an import record, the Import Name Change Menu window is automatically displayed below the split screen showing the import and prior year data.

DATA MATCHING - ADMINISTRATIVE ENTITY	
+-----1997 Template Data-----+	+-----1997 Import Data-----+
<p>Type &lt;1&gt; to select "Was an official name change made to this record?" when the library name was officially changed.</p> <p>LIB ID#: 016 The user is prompted "Is this a structure change (Y/N)? Select Option: [ ]". Type &lt;N&gt; to simply track the name change in the historical changes database. - Type &lt;Y&gt; to confirm that the record will need a structure change.</p>	

Type <2> to select “Was a data entry error fixed on this import record?” when a correction was made to the library name because of a data entry error.

DECPLUS then automatically checks for address changes for the same record.

**Address Change** - When a user updates an address in an import record, the Import Address Change Menu window is automatically displayed below the split screen showing the import and prior year data. Select one of the two options displayed.

DATA MATCHING - ADMINISTRATIVE ENTITY	
+-----1997 Template Data select "Was an official address change made to this import record?" when the library address was officially changed.	1997 address change

The user is prompted "Is this a Structure Change (Y/N)? Select Option: [ ]". Type <N> to simply track the address change in the historical changes database. Type <Y> to confirm that the record will need a structure change.

Type <2> to select "Was a data entry error fixed on this import record?" when a correction was made to the library address because of a data entry error.

After all matches are complete and name and address changes checked, DECPLUS begins the structure change routine.

#### 5.2.4.3 Structure Change Routine

After all matches are complete and official name and address changes recorded, if one or more records from the administrative entity or outlet import file still is not matched to the previous year's file, DECPLUS automatically begins the structure change routine described beginning on page 37.

#### 5.2.4.3.1 Keyboard Keys

DECPLUS allows the user to use the following keyboard keys during Structure Changes:

<Esc>	Used to undo an action or restore the previous screen.
-------	--

<Enter> Accepts data that the user has just typed for the current data element and moves forward to the next data element. <Return> and <Dn Arrow> also perform the same function.

<Up Arrow>	Accepts data that the user has just typed for the current data element and moves backward to the previous data element.
<Dn Arrow>	Accepts data that the user has just typed for the current data element and moves forward to the next data element.
<PgUp>	When applicable, accepts data that the user has just typed for the current data element and moves backward one page or screen to the previous screen.
<PgDn>	When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.

#### 5.2.4.3.2 Function Keys

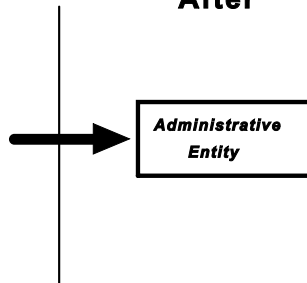
The Function keys, usually found to the far left or along the top of the keyboard, are marked 'F1', 'F2', etc. They are used to execute DECPLUS commands during Structure Changes as shown below.

<F2>	QUIT IMPORT	Used to terminate the import.
<F6>	CONTINUE	When applicable, allows the user to move to the next screen.

**Administrative Entity File**

A structure changes menu with five options is automatically displayed if one or more records from the administrative entity import file is not matched to the previous year's file. These five options are described below.

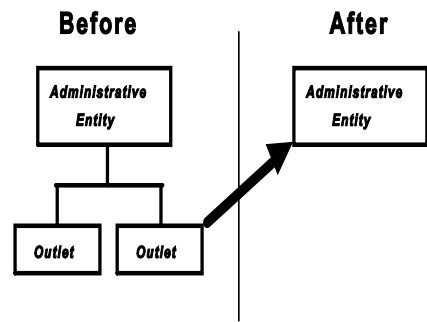
1. Add New Administrative Entity. This is a new administrative entity record.

**Before****After**

DECPLUS assigns the new record a new FSCS ID#.

DATA MATCHING - ADMINISTRATIVE ENTITY	
Type <1>	'Add New Administrative Entity' from the Structure Changes Menu. The program assigns the new entity a new FSCS ID# and automatically continues to process the next structure change.
1997 Import File	Can't find a record to match

2. Change from Outlet to Administrative Entity. An outlet becomes an administrative entity.



The new administrative entity is assigned a new FSCS ID#. The old outlet is tracked in the historical outlet file under both its old FSCS ID# and the new administrative entity's FSCS ID#.

DATA MATCHING - ADMINISTRATIVE ENTITY

+-----+-----1997 Import Data-----+

Type <2> from the Structure Changes Menu. A window listing all outlets in the state is displayed.

-----

Can't find a record to match

DATA MATCHING - ADMINISTRATIVE ENTITY

+-----+-----1997 Import Data-----+

Use the up arrow, down arrow, page up and page down keys to scroll through the list of outlets. Press <Enter>

-----

to select the outlet you wish to change into an administrative entity.

-----

Can't find a record to match

DATA MATCHING - ADMINISTRATIVE ENTITY

+-----+-----1997 Import Data-----+

Type <Y> to finalize the change. Type <N> to cancel the change, cancel the current structure change record

-----

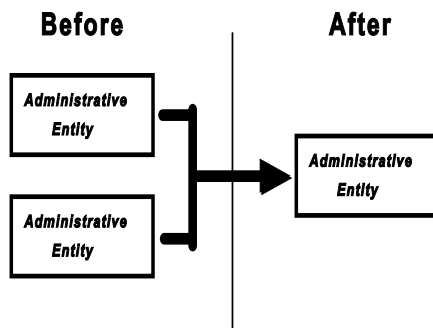
from the import, and continue processing the next structure change.

-----

Can't find a record to match

Press <Esc> at any time during this sequence to undo any action.

3. Merge 2 or More Administrative Entities. This is a new administrative entity created when two or more administrative entities merge.



DECPLUS automatically assigns the new administrative entity a new FSCS ID#. All branches, bookmobiles and centrals are carried over to the new administrative entity record. The old administrative entities that merged are tracked in the historical database under both their new and old FSCS ID#s.

DATA MATCHING - ADMINISTRATIVE ENTITY	
Type <3> from the Structure Changes Data	A window lists the administrative entity names.
_____	_____ Can't find a record to match

DATA MATCHING - ADMINISTRATIVE ENTITY

+-----1997 Import Data-----+

Can't find a record to match

T

T

Select the administrative entity records that are merging. Use the up arrow and down arrow keys to highlight a desired administrative entity record, and then press <Enter>. A check-mark appears next to the selected item. Mark all administrative entities that are part of the merge. Next press the <F6> key to continue.

DATA MATCHING - ADMINISTRATIVE ENTITY

+-----Type <Y> to finalize the 1997 Import Data-----+

Can't find a record to match

Type <Y> to finalize the 1997 Import Data, cancel the merge and cancel the currently displayed administrative entity from the import. The outlets from the old administrative entities are carried into the newly merged administrative entity record. Press the <Esc> key to cancel the merge and return to the Administrative Entity Structure Changes menu at any time during this sequence.

4. Restore Previous Deletion.

When an administrative entity record has previously been deleted using DECPLUS, it can be restored from the historical database and becomes a current record in the administrative entity database under its original FSCS ID#.

DATA MATCHING - ADMINISTRATIVE ENTITY

+-----Type <4> from the Structure Changes 1997 Import Data Restore Previous Deletion window is displayed.

Can't find a record to match

DATA MATCHING - ADMINISTRATIVE ENTITY

+-----1997 Import Data-----+

Can't find a record to match



Press <Enter> to select the administrative entity to be restored.

DATA MATCHING - ADMINISTRATIVE ENTITY	
+-----Type <Y> to continue with 997 response.	The administrative entity record is restored from the historical database and becomes part of the current database under its original FSC and Type. Do not cancel the restore, and cancel the current structure change record from the import.

Press <Esc> to cancel the restore, cancel the current structure change record from the import, and continue processing structure changes at any time during this sequence.

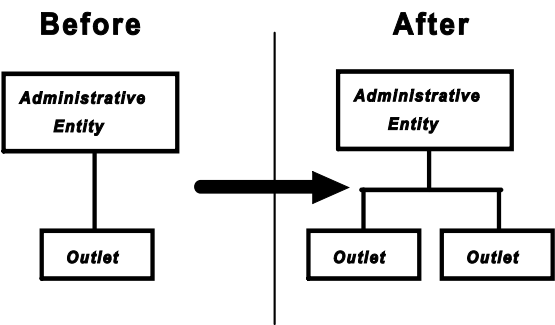
5. Cancel Current Record from Import.

This option allows the user to 'bail-out' of importing a record that does not match the user's 1997 template file. Canceling a record from import allows the import to proceed, but the original record is still in the import file. The user must edit the record, make a structure change, or correct an error. Otherwise the user will have to cancel the same record each time an import is done. Type <5> from the Structure Changes Menu to cancel the currently displayed record from the import for any reason. The program will automatically resume processing the next import file structure change. The canceled import record is listed in the Error and Warning Messages Report under error #60.

Outlet File

A structure changes menu with five options is automatically displayed if one or more records from the outlet import file is not matched to the previous year's file. These options are described below.

- 1. Add New Outlet. This is a new outlet record.



DECPLUS assigns the new outlet an FSCS ID#. The number assigned is the same as the administrative entity of which the outlet is a part, with the addition of a three-digit suffix.

DATA MATCHING - OUTLET

+-----Type <1> from the Structure Changes Menu-----

which the outlet is being added.

A window prompts the user for the administrative entity to

Can't find a record to match

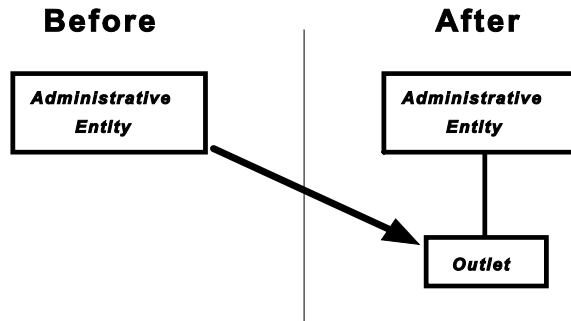
DATA MATCHING - OUTLET

+-----Use the up arrow, down arrow, and page down keys to scroll through the list of administrative entities.

Press <Enter> to select the administrative entity to which the outlet will be assigned. DECPLUS then automatically resumes processing the next structure change.

Can't find a record to match

- 2. Change from Administrative Entity to Outlet. This is a new outlet created when an administrative entity becomes an outlet of another administrative entity.



The administrative entity that changed to an outlet is tracked in the historical database under its original FSCS ID#, followed by the new outlet's FSCS ID#.

DATA MATCHING - OUTLET	
Type <2> from the Structure Changes Menu. A window listing all the administrative entities is displayed.	
	Can't find a record to match
DATA MATCHING - OUTLET	
Use the up arrow, down arrow, and page down keys to scroll through the list of administrative entities.	
	Press <Enter> to select the administrative entity that is changing to an outlet. Can't find a record to match

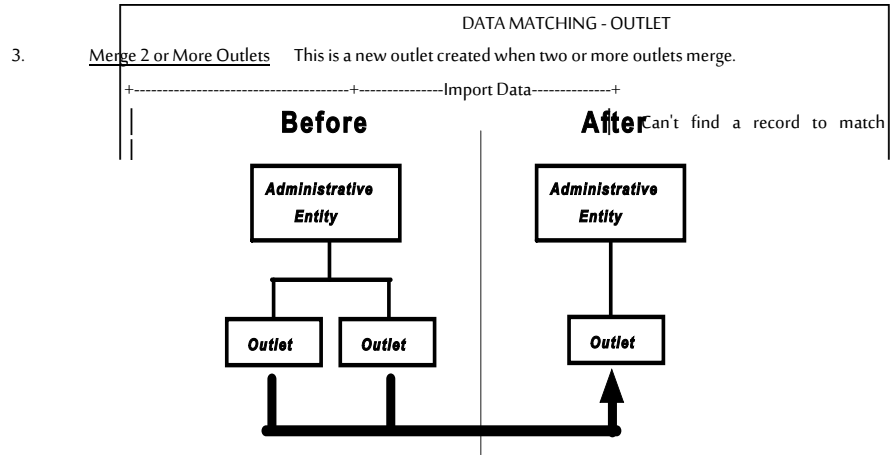
When outlets exist for the administrative entity selected to change to an outlet, the user is prompted "Outlets exist! Reconcile all outlets before administrative entity can change to an outlet. Press any key to continue".

DATA MATCHING - OUTLET	
Press any key to cancel the change and display the Administrative Entity Structure Changes Menu.	
	Can't find a record to match

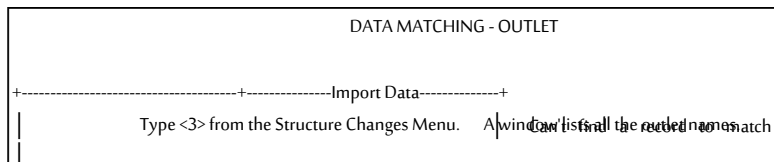
Note: If the administrative entity that is changing to an outlet itself has outlets, these must be reconciled before the administrative entity can become an outlet. This is because outlets must be attached to an administrative entity. If such outlets exist, the following prompt appears: "Outlets exist! Reconcile all outlets before administrative entity can change to an outlet. Press any key to continue". When outlets do not exist for the administrative entity, the user selects the administrative entity for the new outlet that has changed from an administrative entity. Next, another window lists all the administrative entities. To reconcile the outlets, quit impact by pressing <E> and then select option '5—Outlet Structure Changes' and follow instructions in

Use the up arrow, down arrow, **Import**, and page down keys to scroll through the list of administrative entities. Press <Enter> to select the administrative entity for the newly created record (the record being imported). The user is prompted to finalize the change.

Type <Y> to finalize the change. Type <N> to cancel the change, cancel the current structure change record from the import and return to processing structure changes. Use the find a record <F> at any time during this sequence to cancel the change, cancel the current structure change record from the import and return to processing structure changes.



DECPLUS automatically assigns the new outlet a new FSCS ID#. The old outlets that merged are tracked in the historical database under both their new and old FSCS ID#'s.



T

Select the outlet records that are merging. Use the up arrow and down arrow keys to highlight the desired outlet record, and then press <Enter>. A check mark appears next to the selected item. Continue this procedure until all outlets that are part of the merge have been check marked. Then press the <F6> key. A window listing all the administrative entity names is displayed.

DATA MATCHING - OUTLET

+-----Select an administrative entity for the new outlet by pressing <Enter>.

|

Can't find a record to match

DATA MATCHING - OUTLET

Type <Y> to finalize the merge or <N> to cancel the current outlet structure change from the import and return to the Structure Changes Menu. Press <F6> to cancel the merge and cancel the currently displayed outlet record from the import at any time during this sequence.

|

Can't find a record to match

4. Restore Previous Deletion. When an outlet record has been previously deleted, the record can be restored using this option. The deleted record is restored from the historical database and becomes a current record in the outlet database under its original FSCS ID#.

DATA MATCHING - OUTLET

+-----Type <4> from the Structure Changes Import Data menu. The Restore Previous Deletion window is displayed.

|

Can't find a record to match

DATA MATCHING - OUTLET

+-----Press <Enter> to select the import data restored.

|

Can't find a record to match

DATA MATCHING - OUTLET

+-----Type <Y> to continue with the import. Type <N> to cancel the restore, and cancel the current structure change outlet record from the import. When the user types <Y> the deleted record is restored from the historical database and again becomes part of the outlet database under its original FSCS ID#.

|

Can't find a record to match

Press <Esc> to cancel the restore, and cancel the current structure change outlet record from the import at any time during this sequence.

#### 5. Cancel Current Record from Import.

This option allows the user to 'bail-out' of importing a record that does not match the user's 1997 template file. Canceling a record from import allows the import to proceed, but the original record is still in the import file. The user must edit the record, make a structure change, or correct an error. Otherwise the user will have to cancel the same record each time an import is done. Type <5> from the Structure Changes Menu to cancel the currently displayed record from the import for any reason. The program will automatically resume processing the next import file structure change.

---

Note: Outlet Moves to a New Administrative Entity is not an option available during import. If you have an outlet that has moved to a new administrative entity, select Main Menu option 'F-Outlet Structure Changes', then option 5 'Outlet moves to a New Administrative Entity' and make the structure change before attempting to import data.

---

The canceled import record is listed in the Error and Warning Messages report under error #60.

### 5.2.4.4 Reconcile Mismatched Records (Administrative Entity or Outlet)

This is the last step in the data matching routine, after all records have been matched, names and addresses checked, and appropriate structure changes entered. A window containing all remaining current year records (1997 file) that were not matched to an import record is automatically displayed.

IMPORT

---

These administrative entities (or outlets) are listed as 'mismatched' because they were not matched to records on the import file. DECPLUS automatically maintains any administrative entities (or outlets) unless the user deletes them, which can be done now or after the import is complete. Under the menu option 'D-Administrative Entity or Outlet Structure Changes', an administrative entity or outlet can be deleted. The user is prompted to choose how many times of deletion the administrative entities (or outlets) under 'D-View/Update Record/EV' or include these records in a separate import file.

RECONCILE MISMATCHED ADMINISTRATIVE ENTITY IMPORT RECORDS

---

+-----Type <1> for 1.-----Closed Administrative Entity (Library did not Merge or Change) when a library administrative entity or outlet is closed and did not merge or change. The closed administrative entity record is deleted from the administrative entity file, but is automatically tracked in the historical database under its original FSCS ID# and can later be restored (See page 83, Restore Previous Deletion).

Type <2> for 2. Delete Incorrect Record when an administrative entity or outlet record was created by mistake. The deleted administrative entity is tracked in the historical database under its original FSCS ID# and can later be restored.

If you delete an administrative entity, ONLY the administrative entity is deleted. The outlets will remain in the outlet database until you delete them, either while importing an outlet file or using the Main Menu Option F - Outlet Structure Changes.

At any time during this sequence press <Esc> to cancel the deletion and return to the list of mismatched records to be deleted. When this final step of data matching is complete, DECPLUS proceeds automatically to the Error/Warning and Historical Data Checks.

---

### 5.2.5 Error/Warning and Historical Data Checks

After data matching, DECPLUS automatically executes both an error warning check and a historical data check. Errors and warnings alert the user to various data record and data element errors within the data file, based on the established data criteria listed in Appendix G—Error and Warning Messages and Appendix H—Historical Data Check Criteria. The types of basic errors and warnings to which DECPLUS alerts the user during import include the following:

- 'Out-of-range' error/warnings, e.g. 'Average Public Service Hours per Outlet is less than 10'. Values for a single data element appear to be too extreme.
- Relational error/warnings, e.g., 'Total Operating Expenditures is less than 75% of Total Operating Income'. Two or more data elements are not within an acceptable calculated limit predetermined by DECPLUS.
- 'Arithmetic errors', e.g., 'ALA-MLS is greater than Total Librarians' or 'Total Staff Expenditures is not equal to the sum of the parts'. Please verify that totals are correct before sending data to NCES. DECPLUS does not automatically calculate totals for each section during import, only during direct data entry in D—View/Update Record(s).
- 'Blank fields', e.g., 'Total Paid Employees is blank'. The user should make sure that import files contain a valid entry, i.e. -1, 0 or any legitimate positive value, or alpha character, in every field of every record before the import is executed.
- Messages for any records that were canceled from the import or structure change errors are due to invalid structure changes during the import process (See Appendix G—Error/Warning Messages, Error/Warning #60). The user must correct the problem and re-import, if necessary.

Since it is performed automatically, the user does not need to select 'G—Error/Warning and Historical Data Checks' from the Main Menu during import. This function can be executed manually, however, if data entry changes, additions, or deletions are made as part of keyboard data entry (see page 102). Also, the error report automatically run during import performs only the edits related to the type of file imported (administrative entity or outlet). Thus, the error report created at this point is relevant ONLY to the data that the user has just imported, not to all the data for the entire state.

The error/warning and historical data checks can be quite time-consuming. DECPLUS opens multiple data files and checks each data element from one data file, record by record, against the others. Please allow sufficient time for this step to be completed. After the error/warning and historical data checks are completed, the Report of Error/Warning and Historical Data Checks



window is displayed. For further instructions, refer to Section G—Error/Warning and Historical Data Checks beginning on page 102 and H—Report of Error/Warning and Historical Data Checks beginning on page 105.

After the user has completed this step, the import process is complete and DECPLUS automatically returns to the Main Menu.

### 5.3 C—Report of Mismatched Record(s)

This option can be used to assure that any records on the prior year data file are not on the current file have been accounted for. This report is created only during an import, and not as a part of keyboard data entry.

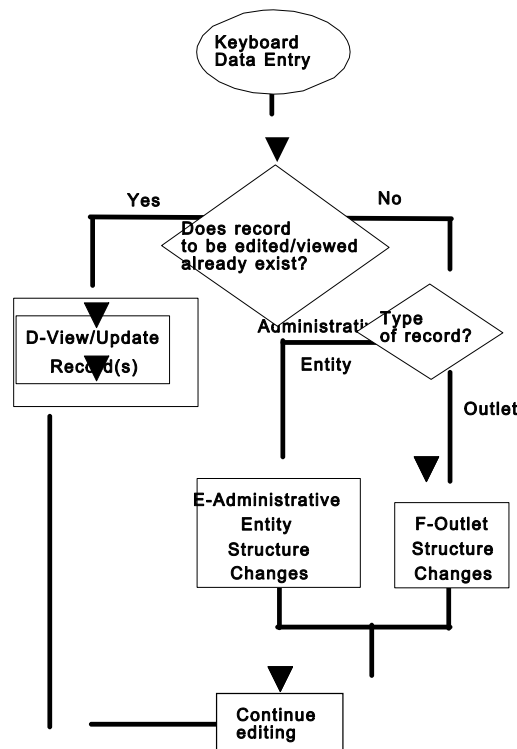
Select option <C>-‘Report of Mismatched Record(s)’ from the DECPLUS Main Menu to generate a report of the current year records (1997 file) that do not match on the identification information from the previous year’s records (1996 file). The following screen is displayed.

REPORT OF MISMATCHED RECORDS

Type <1> to print the report now. Type <2> to save the report to an ASCII text file PRNTMCH.RPT (the report is saved but not printed). Type <3> to view the report on the screen. Type <R> or press <Esc> to return to the DECPLUS Main Menu.

## 5.4 D—View/Update Record(s)

This function is used to 'look at' and/or make changes to existing administrative entity and outlet records through keyboard data entry. It is not used to add new records or to delete old ones. The following diagram provides an overview of when to use this function:



### Comment [COMMENT2]:

Adrienne is trying to change the second branch question to 'Edit Existing Record?', which is factually incorrect. 'Structure Change?' is accurate. This change would also affect sections 5.5 and 5.6.

Per John and Andrew, we will change this drawing for D (although the improvement is debatable). Drawings for E and F will remain unchanged with the 'Structure Change?' prompt.

### 5.4.1 Keyboard and Function Keys for View/Update Record(s)

#### 5.4.1.1 Keyboard Keys

DECPLUS allows the user to use the following keyboard keys during data entry (View/Update Record(s)) as shown below:

<Esc> Used to undo an action or restore the previous screen.

<Enter>	Accepts data that the user has just typed for the current data element and moves forward to the next data element. <Return> and <Dn Arrow> also perform the same function.
<Up Arrow>	Accepts data that the user has just typed for the current data element and moves backward to the previous data element.
<Dn Arrow>	Accepts data that the user has just typed for the current data element and moves forward to the next data element.
<PgUp>	When applicable, accepts data that the user has just typed for the current data element and moves backward one page or screen to the previous screen.
<PgDn>	When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.
<Alt>-<R>	When applicable, press <Alt>-<R> (hold the <Alt> key and press <R>) to copy or 'replicate' the Name (of library), Address, City and Zip data elements from the administrative entity record to an outlet.

### 5.4.1.2 Function Keys

The Function keys, usually found to the far left or along the top of the keyboard, are marked 'F1', 'F2', etc. They are used to execute DECPLUS commands during 'View/Update Records' as shown below.

<F1>	HELP	Invokes more detailed on-line assistance while using DECPLUS. When the user is adding or editing a data element, press <F1> to pop-up the FSCS definition for that data element.
<F3>	OUTLET	When editing, press <F3> to pull up a list of outlets of an administrative entity when in either the View/Update Administrative Entity screen or the View/Update Outlet screen.
<F4>	PRINT	When retrieving an Administrative entity record from the Administrative Entity Retrieval List Screen, press <F4> to print a copy of the administrative entity fields for the highlighted administrative entity.
<F5>	SAVE	When applicable, saves the current data record to the hard disk.
<F7>	ERRORS	When the user retrieves an administrative entity record and the View/Update Data Entry Screen-Administrative Entity screen is displayed, press <F7> to print the error report for a single library.

<F9>	BRBK	When applicable, saves the current record, then 'browses' or 'scrolls' backward to the preceding data record.
<F10>	BRFR	When applicable, saves the current record, then 'browses' or 'scrolls' forward to the next data record. Also, press <F10> from a blank screen to access the first record of the file by FSCS ID#.

**Special Note: When Browsing or Scrolling using <F9> and <F10>:** The preceding or next record is determined by one of four indexes (LIB ID#, FSCS ID#, NAME (of Library) and CITY) that DECPLUS uses to retrieve a record.

For example, examine the sample database below:

LIB ID#	FSCS ID#	NAME	CITY
001	MD0002	Kevin Library	Springfield
002	MD0003	Andrew Library	Laurel
003	MD0001	Alex Library	Falls Church

If the current record is Andrew Library and the index chosen is NAME, pressing <F10> will move you to the next record alphabetically by NAME, i.e., Kevin Library. If the index is LIB ID#, <F10> moves to the next record in order of LIB ID#, i.e., Alex Library. However, if the index is FSCS ID#, Andrew library is the last record in the sample database and DECPLUS cannot browse forward. DECPLUS prompts "This is the final record of the file. Press any key to continue". See the menus below to select the index used.

## 5.4.2 View/Update Retrieval Menu

From the DECPLUS Main Menu, select option 'D—View/Update Records' to 'look at' and/or to update an existing administrative entity or outlet records through keyboard data entry. The following Retrieval Menu screen is displayed.

VIEW/UPDATE RECORD(S)

Type <1> to access a specific administrative entity. Type <2> to access a specific outlet. Type <R> or press <Esc> to return to the DECPLUS Main Menu.

**Retrieve Administrative Entity**

VIEW/UPDATE RECORD(S)

To access administrative entity records, type <1>, <2>, <3>, or <4> to choose the data element used to index the administrative entity database (e.g., FSCS ID#, Lib ID#, Name (of Library) or City). Type <R> or press <Esc> to return to the previous menu.

VIEW/UPDATE RECORD(S)	
_____	
_____	_____

Use the **UP** and **DOWN** arrow keys to highlight the desired library, and then press **<Enter>**. To immediately scroll to a specific administrative entity record, begin typing the name and DECPLUS will scroll down. With the above screen as an example, if the user was searching for Carbon County Library System, as soon as user types **<C>**, Campbell County Public Library would be listed first and highlighted (as the first library starting with 'C'). As the user types **<A>**, the list would not change, since Campbell is still the first library starting with 'CA'. As the user typed **<R>**, Carbon County Library System would be listed first and the user would then press **<Enter>** to view the record. You can stop typing and use the up and down arrow keys to highlight a record at any time. DECPLUS will not accept a spelling that does not exist on the file.

**Special Note:** To access outlet records for the administrative entity that is highlighted by the prompt, press **<F3>**. The following Outlet Retrieval List screen is displayed, listing all outlets for the highlighted administrative entity.

VIEW/UPDATE RECORD(S)	
_____	
_____	_____

Use the **UP** and **DOWN** arrow keys to highlight the prompt, and then press **<Enter>** to access a specific outlet record (see 5.4.4 View/Update Outlet Record(s)). Press **<Esc>** to return to the Administrative Entity Retrieval List screen.

**Retrieve Outlet**

VIEW/UPDATE RECORD(S)	
_____	
To access outlet records, type <1> or <2> to choose the data element used to index the outlet database (e.g., FSCS ID# or Name (of Outlet)). Type <R> or press <Esc> to return to the previous menu.	
_____	

VIEW/UPDATE RECORD(S)	
_____	
+-[ OUTLET RETRIEVAL LIST ]-----+_____	
To access a specific outlet record, use the up or down arrow key to position the prompt, and then press <Enter>. To immediately scroll to a specific outlet record, begin typing the name and DECPLUS will scroll down. With the above screen as an example, if the user was searching for Burns Branch Library, as soon as user types <B>, Bairoil Branch Library would be listed first and highlighted (as the first outlet starting with 'B'). Then as the user types <U>, Burlington Branch Library would be listed first. As the user types <R>, the list would not change, since Burlington is still the first outlet starting with 'BUR'. As the user typed <N>, Burns Branch Library would be listed first and the user would then press <Enter> to view the record. You can stop typing and use the up and down arrow keys to highlight a record at any time. DECPLUS will not accept a spelling that does not exist on the file.	

See the Special Note above on page 60  
under Retrieve Administrative Entity  
for instructions on how to access outlet  
records by the Administrative Entity.

**5.4.3 View/Update Administrative Entity Record(s)**

When the user retrieves an administrative entity record, page 1 of the View/Update Data Entry Screen-Administrative Entity screen is displayed for the administrative entity retrieved. This screen shows the library name and data for data elements 1 through 21 or 1 through 7D.

For State Libraries (7B = 'SL') or Administrative-Only libraries (7C = 'AO'), only page 1 with data elements 1 through 7D is shown (see Appendix E—Administrative Entity Data Definitions).

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY - Pg 1 -----+	
----- IDENTIFICATION -----	
_01 For all other administrative entities, there are three screens (pages 1-3) for each entity. Data elements 1 through 21 are displayed on page 1.	
+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 -+	
----- IDENTIFICATION -----	
_01 The cursor is positioned on data element 7D, FSCS Library. Enter <Y> or <N> if the record already contains data, press the <Up> or <Down> arrow key or <Enter> to position the cursor on the data element you wish to modify. Press <F1> to display a help window containing the definition for the data element.	

Press <PgDn> to display page 2. Note that data element 31, Films, has been removed.

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 2 -+
LIB ID#: 002          FSCS ID#: WY0001  NAME: ALBANY COUNTY LIBRARY
SYSTEM_
_
Press <PgDn> to display page 3 of View/Update Data Entry Screen-Administrative Entity.

```

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 3 -+
LIB ID#: 002          FSCS ID#: WY0001  NAME: ALBANY COUNTY LIBRARY
SYSTEM_
Use <PgUp> and <PgDn> to move back and forth between pages 1, 2, and 3 of View/Update Data Entry
Screen-Administrative Entity.
Press <PgDn>

```

To modify the previous or the next administrative entity record on the file, scroll backward or forward by pressing the <F9> or <F10> keys respectively. To identify what constitutes the 'previous' or 'next' record for scrolling purposes, see the discussion of DECPLUS's four indexes in View/Update Administrative Entity Record(s) on page 58. Save your changes by pressing <F5>. Note that pressing <F9> or <F10> to go to another record will also save the record you are in. To abandon your edits, press <Esc> and answer <N> to the message 'Record has been changed--Do you wish to save the record? (Y/N)' at any time before saving.

### Name (of library) Change

When using D-View/Update Record(s) for keyboard data entry, it is possible to update or correct the name and address of the library, but only by entering data for at least the fields on page 1 first. After entering data in the last field (data element 21), you will automatically go to page 2. You may press <PgUp> to return to page 1, then use the up arrow key to go to fields 01 through 7D.

When the user updates the Name (of library) data element from the View/Update Data Entry Screen-Administrative Entity screen, the Name Change Menu window is automatically displayed. DECPLUS prompts the user for more information so that the name change can be tracked in the historical file, if appropriate.

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 -+
IDENTIFICATION -----
01 Type ID: Did you just fix a Data Entry Error? for corrections such as misspelled words. Type ID: WY0001 > 'Did you just make an
[FY96] official Name Change?' when the library name has changed. This will track the change in the historic database. For official name
changes, the user is asked, "Is this a Structure Change (Y/N)? Select Option: [ ]".

```

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 -+
IDENTIFICATION -----
01 Type ID: N> simply track the name change in the historical database. 1A If a structure change is needed, (e.g., a name
[FY96] changes because two systems merge), type <Y> and the following screen appears:

```

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 -+
IDENTIFICATION -----
01 LIB ID: 003          1A FSCS ID: WY0002
[FY96]

```



Hint: Write down the FSCS ID#, LIB ID# and Name of all the administrative entities requiring structure changes and make the structure changes all at once later using option 'E—Administrative Entity Structure Changes' (see page 71) from the DECPLUS Main Menu.

### Address Change

When the user updates the Address data element from the View/Update Data Entry Screen-Administrative Entity screen, the Address Change Menu window is automatically displayed. DECPLUS prompts the user for more information so that the address change can be tracked in the historical file, if appropriate.

These screens are nearly identical to those above for Name changes so they are not displayed here. Type <2> 'Did you just fix a Data Entry Error?' or <1> 'Did you just make an official address change?' as appropriate.

If the change is official, the user is asked, "Is this a Structure Change (Y/N)? Select Option: [ ]". Type <N> to simply track the address change in the historical changes database. If a structure change is needed, e.g., an address changes when two systems merge, type <Y>. Again, if structure changes are needed, write down the FSCS ID#, LIB ID# and Name of all the administrative entities requiring structure changes and make the structure changes all at once later using option 'E—Administrative Entity Structure Changes' (see page 71) from the DECPLUS Main Menu.

## 5.4.4 View/Update Outlet Record(s)

Outlets can also be accessed from the administrative entity record of which the outlet is a part. Access the administrative entity record then press <F3>. An Outlet Retrieval List listing all outlets for that administrative entity is displayed:

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 -+
|----- IDENTIFICATION -----|
|_01 Press <F3> to select an outlet. The View/Update Data Entry Screen-Outlet screen is displayed.|
|FY96_|
+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 -+
|----- All data elements open in the FSCS ID# can be modified -----|
|_01 LIB ID: 002|
|FY96_|

```

'replicate' the Name (of library), Address, City and Zip data elements from the administrative entity record to an outlet. This is useful when the administrative entity is also an outlet and two separate, but similar, records are needed. Save your changes by pressing <F5>, <F9> or <F10>. To select another outlet to edit, press the <F3> key. The Outlet Retrieval list is displayed again. The

user may scroll backwards and forwards through the outlet records in the View/Update Outlet window by using the <F9> and <F10> keys respectively.

**Name (of library) Change**

When the user updates the Name (of library) data element from the View/Update Data Entry Screen-Outlet screen, the Name Change Menu window is automatically displayed. DECPLUS prompts the user for more information so that the change can be tracked in the historical file, if appropriate.

+----- V+----- Pg 1 -+

NAME CHANGE MENU

Type <2> 'Did you just fix a Data Entry Error?' for corrections such as misspelled words. Type <1> 'Did you just make an official Name Change?' when the outlet name has changes. This will track the change in the historical database. For official name changes, the user is asked, 'Is this a Structure Change (Y/N)? Select Option [ ]'.

OT LIB ID: 0

[F96]

+----- V+----- Pg 1 -+

NAME CHANGE MENU

Type <N> to simply track the name change in the historical changes database. If a structure change is needed (i.e., a name changes because two outlets merge) type <Y> and the following screen appears:

OT LIB ID: 0

[F96]

+----- V+----- Pg 1 -+

NAME CHANGE MENU

Hint: Write down the FSCS ID#, LIB ID# and Name of all the outlets requiring structure changes and make the structure changes all at once later using option 'F—Outlet Structure Changes' (see page 85) from the DECPLUS Main Menu.

OT LIB ID: 0

[F98]

**Address Change**

When the user updates the Address data element from the View/Update Data Entry Screen-Outlet screen, the Address Change Menu window is automatically displayed. DECPLUS prompts the user for more information so that the address change can be tracked in the historical file, if appropriate.

These screens are nearly identical to those above for Name changes so they are not displayed here. Type <2> 'Did you just fix a Data Entry Error?' or <1> 'Did you just make an official address change?' as appropriate.

If the change is official, the user is prompted "Is this a Structure Change (Y/N)? Select Option: [ ]". Type <N> to simply track the address change in the historical changes database. If a structure change is needed, i.e., an address changes when two outlets merge, type <Y>. Again, if structure changes are needed, write down the FSCS ID#, LIB ID# and Name of all the outlets requiring structure changes and make the structure changes all at once later using option 'F—Outlet Structure Changes' (see page 85) from the DECPLUS Main Menu.

### 5.4.5 Edit Checking During View/Update Record(s)

During keyboard data entry, edit checks automatically alert the user to potential data file errors, based on the established criteria listed in Appendix G—Error and Warning Messages. DECPLUS beeps and displays a red warning message at the bottom of the screen whenever it discovers a potential data entry error. Correct any errors. If the item is not an error, DECPLUS allows the user to ignore the error message and proceed with data entry.

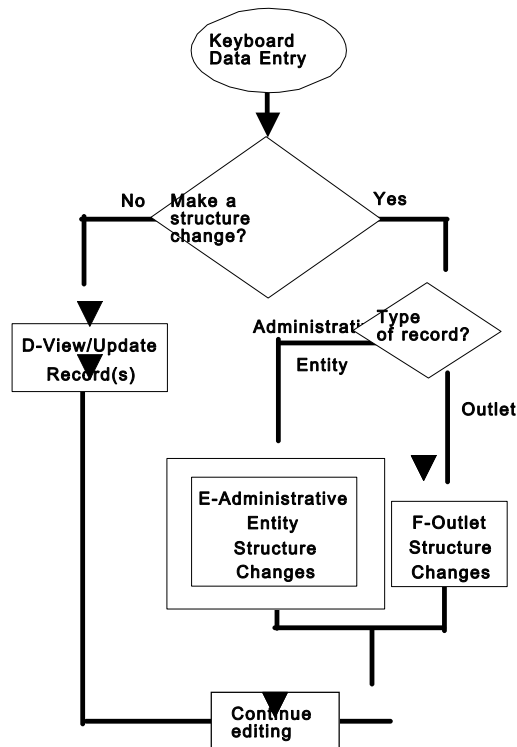
Invalid entries are not permitted under any circumstances. DECPLUS software uses a -2 to indicate a data element that has been left blank. So long as the data element remains a -2, DECPLUS will not allow the user to proceed to the next or previous data element. The user **must** enter a valid entry (i.e., -1, 0, a positive numeric value, or a valid alpha character code, or alpha character data). Therefore the following responses are acceptable to DECPLUS:

-1	"-1" means "we don't know this, don't collect this, or can't get this item right now or this does not apply".
0	Zero means "we have none of this item".
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
A valid alphabetic code	Enter the appropriate alphabetic code. Data elements that contain coded data (i.e., interlibrary relationship code) are described in appendices E and F.
Alphabetic/numeric information	Enter the appropriate alphabetic/numeric data. For all other data elements (i.e., address), any alphanumeric data is acceptable.

Estimates can be used if exact data are not available. Financial data are reported in whole dollars.

## 5.5 E—Administrative Entity Structure Changes

This option allows the user to add new libraries and delete closed libraries, as well as to track administrative entity mergers and libraries that change from administrative entities to outlets. These structure changes and official name and address changes are tracked automatically in a historical file as the user enters the data, so there is little additional burden to the DECPLUS user. An overview of when to use Administrative Entity Structure Changes is shown below.

**Comment [COMMENT3]:**

Adrienne is trying to change the second branch question to 'Edit Existing Record?', which is factually incorrect. 'Structure Change?' is accurate. This change would also affect sections 5.5 and 5.6.

Per John and Andrew, we will change this drawing for D (although the improvement is debatable). Drawings for E and F will remain unchanged with the 'Structure Change?' prompt.

## 5.5.1 Keyboard and Function Keys and Editing for Administrative Entity Structure Changes

### 5.5.1.1 Keyboard Keys

Use the following keyboard keys for Administrative Entity Structure Changes:

- |            |  |
|------------|--|
| <Esc>      | Used to undo an action or restore the previous screen.   |
| <Enter>    | Accepts data that the user has just typed for the current data element and moves forward to the next data element. <Return> and <Dn Arrow> also perform the same function. |
| <Up Arrow> | Accepts data that the user has just typed for the current data element and moves backward to the previous data element.  |

<Dn Arrow>	Accepts data that the user has just typed for the current data element and moves forward to the next data element.
<PgUp>	When applicable, accepts data that the user has just typed for the current data element and moves backward one page or screen to the previous screen.
<PgDn>	When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.
<D>	When applicable, used to delete a record.

### 5.5.1.2 Function Keys

The Function keys shown below are usually found to the far left or along the top of the keyboard. Marked F1, F2, etc, they are used to execute DECPLUS commands when the user makes Administrative Entity Structure Changes.

<F1>	HELP	Invokes more detailed on-line assistance while using DECPLUS. When the user is adding a data element, press <F1> to pop-up the FSCS definition for that data element.
<F5>	SAVE	When applicable, saves the current record to the hard disk.
<F6>	CONTINUE	When applicable, allows the user to move to the next screen.

### 5.5.1.3 Edit Checking During Administrative Entity Structure Changes

During keyboard data entry, edit checks automatically alert the user to potential data file errors, based on the established criteria listed in Appendix G—Error and Warning Messages. DECPLUS beeps and displays a red warning message at the bottom of the screen whenever it discovers a potential data entry error. Correct any errors. If the item is not an error, DECPLUS allows the user to ignore the error message and proceed with data entry.

Note however, that invalid characters and negative numbers except for -1 are not permitted under any circumstance. A -2 indicates that a data element has no contents, i.e., is blank. So long as the data element remains a -2, DECPLUS does not allow the user to proceed to the next or previous data element. The user **must** enter a valid entry (i.e., -1, 0, or any legitimate positive value or alpha character before proceeding to another data element)! Therefore the following responses are acceptable to DECPLUS:

-1	"-1" means "we don't know this, don't collect this, or can't get this item right now or this does not apply".
0	Zero means "we have none of this item".
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
A valid alphabetic code	Enter the appropriate alphabetic code. Data elements that contain coded data (i.e., interlibrary relationship code) are described in appendices E and F.
Alphabetic/numeric information	Enter the appropriate alphabetic/numeric data. For all other data elements (i.e., address), any alphanumeric data is acceptable.

Estimates can be used if exact data are not available. Report all financial data in whole dollars.

#### Administrative Entity Structure Changes Menu

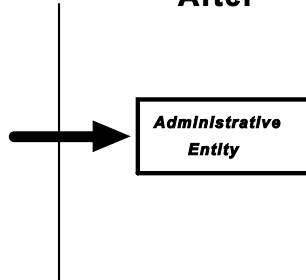
To access the Administrative Entity Structure Changes Menu, select option 'E—Administrative Entity Structure Changes' from the DECPLUS Main Menu. This menu gives the user a list of options for making structure changes to administrative entity records, as shown below:

ADMINISTRATIVE ENTITY STRUCTURE CHANGES
+-----+

### 5.5.2 Add New Administrative Entity

**Before**

**After**



To add a completely new administrative entity record, type <1> from the Administrative Entity Structure Changes Menu. The Add New Administrative Entity-Data Entry Screen is displayed with the cursor positioned at the LIB ID# data element.

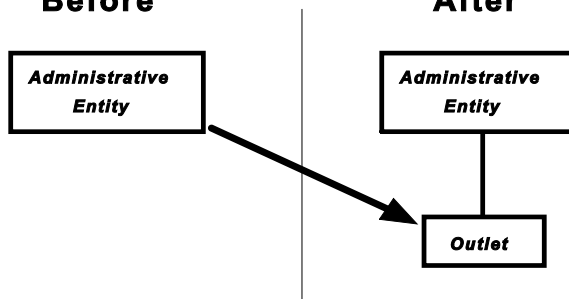
----- ADD NEW ADMINISTRATIVE ENTITY - DATA ENTRY SCREEN ----- Pg 1 -+  
----- IDENTIFICATION -----  
01 LIB ID# \_\_\_\_\_ FSCS ID# \_\_\_\_\_  
DECPLUS automatically generates the FSCS ID#. Enter the LIB ID#. If the user does not enter a LIB ID#, DECPLUS automatically creates one based on the FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. Next, the cursor is automatically positioned on the Name data element. After the user enters the library name, DECPLUS automatically positions the cursor at the next data element in sequence, and the user enters the rest of the data.

Press <F5> to save the new administrative entity record. Press <Esc> to stop the add process, without saving your current entries, and return to the Administrative Entity Structure Changes Menu at any time during this sequence.

### 5.5.3 Change From Administrative Entity to Outlet

**Before**

**After**



To change an administrative entity record to an outlet record, type <2> from the Administrative Entity Structure Changes Menu. The administrative entity that changed to an outlet is tracked in the historical database under both the old FSCS ID# and the new outlet's FSCS ID#. A window listing all the administrative entity names is displayed.

CHANGE FROM ADMINISTRATIVE ENTITY TO OUTLET  
Press <Enter> to select the administrative entity that is changing to an outlet. Next, the 'Change from Administrative Entity to Outlet' screen is displayed.

+----- CHANGE FROM ADMINISTRATIVE ENTITY TO OUTLET ----- Pg 1 --+  
----- IDENTIFICATION -----  
01 The user is prompted "Continue with the change (Y/N)? Select Option: [1]" FSCS ID: WY0013  
Type <N> to cancel the change and return to the Administrative Entity Structure Changes Menu. When the user selects <Y> and outlets exist for the administrative entity selected to change to an outlet, the user is prompted "Outlets exist! Reconcile all outlets before administrative entity can change to an outlet. Press any key to continue".

+----- CHANGE FROM ADMINISTRATIVE ENTITY TO OUTLET ----- Pg 1 --+  
----- IDENTIFICATION -----  
01 Press any key to cancel the change and display the Administrative Entity Structure Changes Menu. FSCS ID: WY0013  
[FY96]

**Note:** If the user selects <Y> and the administrative entity that is changing to an outlet, itself has outlets, these must be reconciled before the administrative entity can become an outlet. This is because outlets must be attached to an administrative entity.

To reconcile the outlets, press <Esc> two times to return to the DECPLUS Main Menu and then select option 'F—Outlet Structure Changes' and follow instructions in Outlet Structure Changes on page 85. After all outlets have been reconciled, return to option 'E—Administrative Entity Structure Changes' and type <2>. Follow the instructions below.

When the user selects <Y> and outlets do not exist for the administrative entity selected to change to an outlet, a window is displayed from which the user selects the administrative entity that will be the parent for the new outlet.

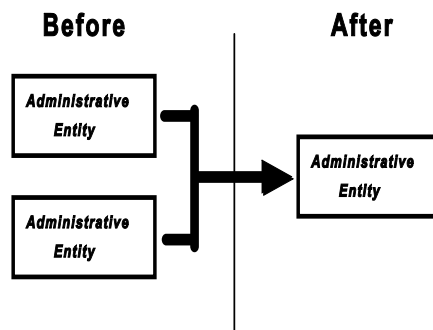
+----- CHANGE FROM ADMINISTRATIVE ENTITY TO OUTLET ----- Pg 1 --+  
----- IDENTIFICATION -----  
01 The user is prompted to finalize the change. Type <Y> to finalize the change. Type <N> to cancel the change, and return to the Administrative Entity Structure Changes Menu. FSCS ID: WY0013  
[FY96]



To enter data elements #9-Outlet Type Code, #10-Metropolitan Status Code, #11-Population of the Legal Service Area by Outlet, and #12-Number of Bookmobiles for the new outlet record, see 5.4.4 'D—View/Update Outlet Record(s)'.

The user can press <Esc> at any time in this sequence to cancel any changes and return to the Administrative Entity Structure Changes Menu.

#### 5.5.4 Merge 2 Or More Administrative Entities



To merge administrative entity records, type <3> from the Administrative Entity Structure Changes Menu. DECPLUS automatically assigns the new administrative entity a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. All branches, bookmobiles and centrals are carried over to the new administrative entity record. The old administrative entities that merged are tracked in the historical database under both their old and their new FSCS ID#s. The Merge 2 or More Administrative Entities screen is displayed.

MERGE 2 OR MORE ADMINISTRATIVE ENTITIES	
+-----+	

T

T

Select the administrative entity records that are merging. Use the up arrow and down arrow keys to highlight a desired administrative entity, and then press <Enter>. A check mark appears next to the selected item. Continue this procedure until all administrative entities that are part of the merge have been marked. Next, press <F6> to continue. The user is then prompted to finalize the merge.

MERGE 2 OR MORE ADMINISTRATIVE ENTITIES

Type <Y> to finalize the merge or <N> to cancel the merge, and return to the Administrative Entity Structure Changes Menu.

If the user selects <Y>, the following screen appears, allowing the user to carry over the name and address information for one of the old entities to the new entity.

MERGE 2 OR MORE ADMINISTRATIVE ENTITIES

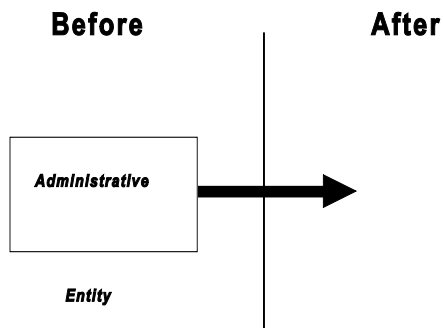
If the user types <Y>, data elements 02 through 07 are carried to the new entity (shown below). If the user types <N>, these elements are left blank.

+----- MERGE 2 OR MORE ADMINISTRATIVE ENTITIES ----- Pg 1 -+

------ IDENTIFICATION -----

01 Enter the data for the newly merged administrative entity record as explained under Add New Administrative Entity, page 74. The outlets from the old administrative entities are now attached to the newly merged administrative entity record. Press <F3> to save the data. Press <Esc> to cancel the merge and return to the Administrative Entity Structure Changes Menu at any time during this sequence.

5.5.5 Closed Administrative Entity (Library did not merge or change)



To close an administrative entity record, type <4> from the Administrative Entity Structure Changes Menu. The closed administrative entity record is deleted from the administrative entity file, but is automatically tracked in the historical database under its original FSCS ID# and can later be restored (See page 83, Restore Previous Deletion). The Closed Administrative Entity (Library did not merge or change) screen is displayed:

CLOSED ADMINISTRATIVE ENTITY (LIBRARY DID NOT MERGE OR CHANGE)	
Press <Enter> to select the administrative entity that is closing.	
+-----CLOSED ADMINISTRATIVE ENTITY (LIBRARY DID NOT MERGE OR CHANGE)-- Pg 1 -+	
----- IDENTIFICATION -----	
01 LIB ID: 008	1A FSCS ID: WY0012

Next, type <4> to delete. The user is prompted "Are you sure (Y/N)?". Select option "Y". Type <Y> to confirm the deletion or <N> to retain the record and cancel the deletion.

Press <Esc> at any time in the sequence to cancel the deletion process and retain the record.

## 5.5.6 Delete Incorrect Record

To delete an incorrect administrative entity, type <5> from the Administrative Entity Structure Changes Menu. The deleted administrative entity is tracked in the historical database under its original FSCS ID# and can later be restored. The Delete Incorrect Record screen is displayed.

DELETE INCORRECT RECORD	
Select the record to delete by using the up and down arrow key, and then press <Enter>.	
+-----DELETE INCORRECT RECORD----- Pg 1 -+	
----- IDENTIFICATION -----	
01 LIB ID: 002	1A FSCS ID: WY0001

[F96]

Press <Esc> to cancel the deletion process. Type <D> to delete the record.

The user is then prompted "Are You Sure (Y/N)? Select Option: [ ]". Type <Y> to confirm the deletion or <N> to retain the record and cancel the deletion process.

### 5.5.7 Restore Previous Deletion

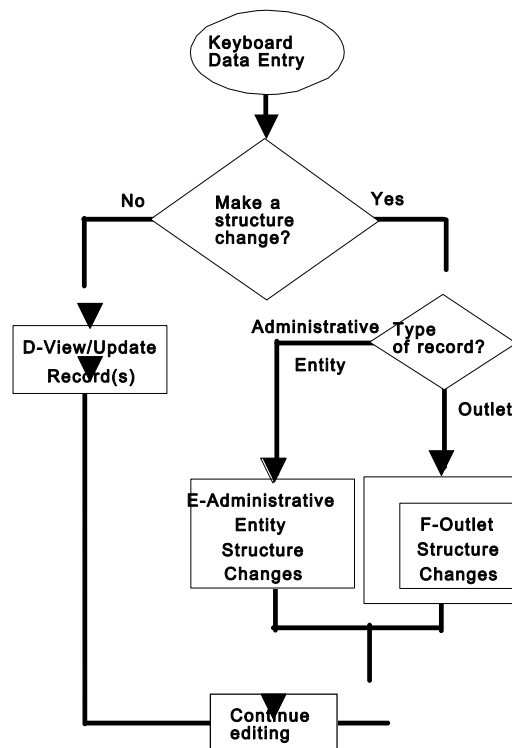
To restore an administrative entity record, type <6> from the Administrative Entity Structure Changes Menu. The deleted record is restored from the historical database and becomes a current record under its original FSCS ID#. The Restore Previous Deletion screen is displayed

RESTORE PREVIOUS DELETION
Press <Enter> to select the administrative entity to be restored.
RESTORE PREVIOUS DELETION
After the user selects the administrative entity to be restored, he is prompted to continue with the restore. Type <Y> to continue with the restore. Type <N> to cancel the restore, and return to the Administrative Entity Structure Change Menu.

Use 'D—View/Update Record(s)' to enter data for the restored administrative entity. The historical database only stored (and therefore can only restore) data elements 01 through 7D and 47 through 49.

## 5.6 F—Outlet Structure Changes

This option allows the user to add new outlets and delete closed outlets, as well as to track outlet mergers, outlets that change to administrative entities, and outlets that move to new administrative entities. These structure changes and official name and address changes are tracked automatically in a historical file as the user enters data, so there is little additional burden to the DECPLUS user. An overview of when to use this function is shown below:



### Comment [COMMENT4]:

Adrienne is trying to change the second branch question to 'Edit Existing Record?', which is factually incorrect. 'Structure Change?' is accurate. This change would also affect sections 5.5 and 5.6.

Per John and Andrew, we will change this drawing for D (although the improvement is debatable). Drawings for E and F will remain unchanged with the 'Structure Change?' prompt.

### 5.6.1 Keyboard and Function Keys and Editing for Outlet Structure Changes

#### 5.6.1.1 Keyboard Keys

Use the following keyboard keys for Outlet Structure Changes.

<Esc>	Used to undo an action or restore the previous screen.
<Enter>	Accepts data that the user has just typed for the current data element and moves forward to the next data element. <Return> and <Dn Arrow> also perform the same function.
<Up Arrow>	Accepts data that the user has just typed for the current data element and moves backward to the previous data element.
<Dn Arrow>	Accepts data that the user has just typed for the current data element and moves forward to the next data element.
<PgUp>	When applicable, accepts data that the user has just typed for the current data element and moves backward one page or screen to the previous screen.
<PgDn>	When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.
<D>	When applicable, used to delete a record.

### 5.6.1.2 Function Keys

The Function keys shown below are usually found to the far left or along the top of the keyboard. Marked F1, F2, etc., they are used to execute DECPLUS commands when the user makes Outlet Structure Changes.

<F1>	HELP	Invokes more detailed on-line assistance while using DECPLUS. When the user is adding a data element, press <F1> to pop-up the FSCS definition for that data element.
<F5>	SAVE	When applicable, saves the current record to the hard disk.
<F6>	CONTINUE	When applicable, allows the user to move to the next screen.

### 5.6.1.3 Edit Checking During Outlet Structure Changes

During keyboard data entry, edit checks automatically alert the user to potential data file errors, based on the established criteria listed in Appendix G—Error and Warning Messages. DECPLUS beeps and displays a red warning message at the bottom of the screen whenever it discovers a potential data entry error. Correct any errors. If the item is not an error, DECPLUS allows the user to ignore the error message and proceed with data entry.

Note however, that invalid characters and negative numbers except for -1 are not permitted under any circumstance. A -2 indicates that a data element has no contents (i.e., is blank). So long as the data element remains a -2, DECPLUS does not allow the user to proceed to the next or previous data element. The user **must** enter a valid entry (i.e., -1, 0, or any legitimate positive value or alpha character before proceeding to another data element)! Therefore the following responses are acceptable to DECPLUS:

-1	"-1" means "we don't know this, don't collect this, or can't get this item right now or this does not apply".
0	Zero means "we have none of this item".
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
A valid alphabetic code	Enter the appropriate alphabetic code. Data elements that contain coded data (i.e., interlibrary relationship code) are described in appendices E and F.
Alphabetic/numeric information	Enter the appropriate alphabetic/numeric data. For all other data elements (i.e., address), any alphanumeric data is acceptable.

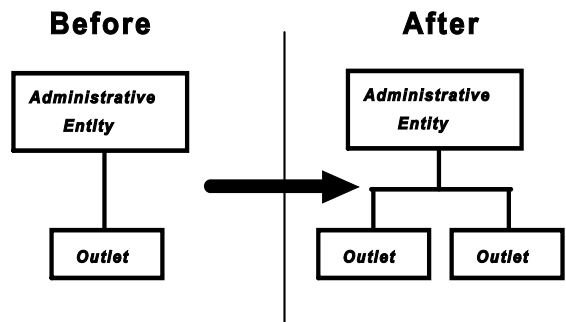
Estimates can be used if exact data are not available. Report all financial data in whole dollars.

#### Outlet Structure Changes Menu

To access the Outlet Structure Changes Menu select option 'F—Outlet Structure Changes', from the DECPLUS Main Menu. This menu gives the user options for making structural changes to the outlet records.

OUTLET STRUCTURE CHANGES

5.6.2 Add New Outlet



To add a completely new outlet record, type <1> from the Outlet Structure Changes Menu. A window prompts the user for the administrative entity to which the outlet is being added.

ADD NEW OUTLET

After the user selects the administrative entity to which the outlet is to be added, the Add New Outlet-Data Entry Screen window is displayed.

+----- ADD NEW OUTLET ----- Pg 1 -+

----- IDENTIFICATION -----

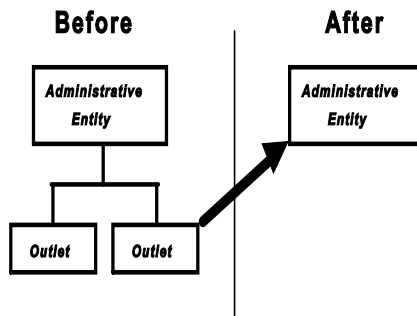
01 LIB ID: 028 1A FSCS ID: W10017

The cursor is positioned at the LIB ID# data element. If the user does not enter a LIB ID#, DECPLUS automatically generates one based on the FSCS ID#. The number assigned is the same as the administrative entity of which the outlet is a part, with the addition of a 3-digit suffix that is the next highest suffix from the one previously assigned. DECPLUS automatically generates the FSCS ID#. Next, the cursor is automatically positioned at the name data element. Use the <Alt-R> key combination (type <R> while holding down the <Alt> key) to fill in the outlet's name, address, zip code, county, and telephone number with the data in the administrative entity record. Enter data for elements 09 through 11 now or later (see 5.4.4 'D-View/Update Outlet Record(s)').

Press <F5> to save the new outlet record. Press <Esc> to stop the add process, without saving your current entries and return to the Outlet Structure Changes Menu at any time in this sequence.

5.6.3 Change from Outlet to Administrative Entity



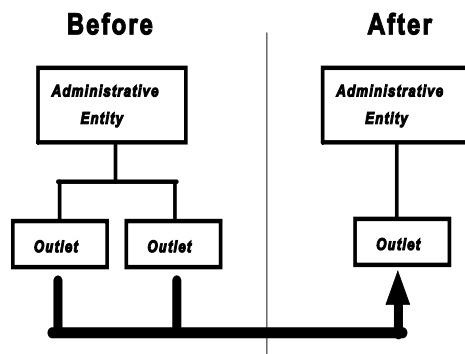


To change from an outlet to an administrative entity, type <2> from the Outlet Structure Changes Menu. The new administrative entity is assigned a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. The old outlet is automatically tracked in the historical database under its old FSCS ID# and the new administrative entity's FSCS ID#. A window listing all outlets is displayed.

CHANGE FROM OUTLET TO ADMINISTRATIVE ENTITY	
Press <Enter> to select the outlet you wish to change into an administrative entity. Next, the user is prompted to finalize the change.	+-----+-----+
Select the Outlet that is changing to	
CHANGE FROM OUTLET TO ADMINISTRATIVE ENTITY	
Type <N> to cancel the change, and return to the Outlet Structure Changes Menu. Press <Esc> at any time during this sequence to undo any action. Type <Y> to finalize the change. After the user finalizes the change, the Change From Outlet to Administrative Entity - Data Entry screen is displayed. The user enters the data elements for the newly created Administrative Entity record.	

+----- CHANGE FROM OUTLET TO ADMINISTRATIVE ENTITY - DATA ENTRY SCREEN - Pg 1 -+	
----- IDENTIFICATION -----	
1A FSCS ID:WY0024	
[FY96]	

## 5.6.4 Merge 2 or More Outlets



To merge 2 or more outlets, type <3> from the Outlet Structure Changes Menu. DECPLUS automatically assigns the new outlet a new FSCS ID#. The old outlets that merged are tracked in the historical database under their old and new FSCS ID#s. A window lists all the outlet names.

MERGE 2 OR MORE OUTLETS

Select an administrative entity record for the new outlet formed by the merged outlets by pressing the **ENTER** key. Once an administrative entity record for the new outlet formed by the merged outlets has been selected, the user is prompted to enter the new outlet name. The user enters the new outlet name, as shown on the screen below.

MERGE 2 OR MORE OUTLETS

Type <Y> to finalize the merge or <N> to cancel the merge and return to the Outlet Structure Chart.

When the user types <Y>, the user has the option to carryover data from one of the merging outlets to the new outlet.

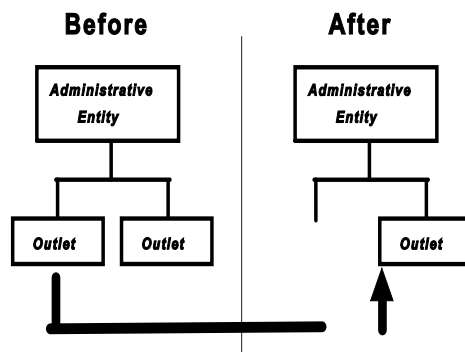
The user can select one of the merging outlets (outlets 02 through 08) to the new outlet from the selected outlet.

	MERGE 2 OR MORE OUTLETS
	If the user types <Y>, a window appears prompting the user to choose the outlet to carryover.
	MERGE 2 OR MORE OUTLETS
EC PLUS Version 2.3	

After the user selects an outlet to carryover or if the user responded <N> to the 'Carryover' prompt, the user is returned to the Merge 2 or More Outlets-Data Entry Screen.

----- MERGE 2 OR MORE OUTLETS ----- Pg 1 -+  
----- IDENTIFICATION -----  
01 Enter the data elements for the newly merged outlet record as explained under Add New Outlet (see page 88). Press  
<F5> to save the data. Press <Esc> to cancel the merge and return to the Outlet Structure Changes Menu at any time during this  
sequence.

### 5.6.5 Closed Outlet (Library did not merge or change)



To close an outlet record, type <4> from the Outlet Structure Changes Menu. The closed outlet record is deleted, tracked in the historical database under its original FSCS ID#, and can later be restored (Refer to Restore Previous Deletion on page (100)). A list of all outlets is displayed.

CLOSED OUTLET (LIBRARY DID NOT MERGE OR CHANGE)

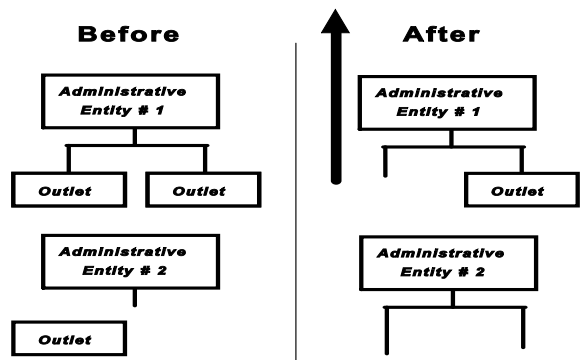
Press <Enter> to select the outlet you want to delete. A window showing the outlet record and its administrative entity is displayed.

-----+-----

Select the Outlet to be closed.

+----- CLOSED OUTLET (LIBRARY DID NOT MERGE OR CHANGE) ----- Pg 1 --+			
----- IDENTIFICATION -----			
Press <Esc> to return to the Outlet Structure Changes Menu without deleting the record. Type <D> to delete the closed outlet record. The user is prompted "Are You Sure (Y/N)? Select Option: [ ]". Type <Y> to confirm the deletion or <N> to retain the record and return to the Outlet Structure Changes Menu.			
01 LIB ID: 036	AT SUS ID: 18020	TETON	COUNTY LIBRARY
02 Name:			
03 Address: PO BOX 1629		04 City: JACKSON	
Note: If an outlet closes temporarily, the user should:			
04A County: TETON COUNTY	05 Zip1: 83001	06 Zip2: 1629	
07 Phone:	(307)	733-2164	
1) Close the outlet using the Closed Outlet (Library did not merge or change) option from the Outlet Structure Changes Menu.			
7A Interlibrary Relationship: NO	+----- FTE STAFF -----		
7B Legal Basis:		CO	
2) When the outlet reopens, restore it using the Restore Previous Deletion option from the Outlet Structure Changes Menu.			
7C Administrative Structure: MO	13 ALA-MLS:	-2.00	
--+-- [ CLOSED OUTLET (LIBRARY DID NOT MERGE OR CHANGE) ] -----+0			

5.6.6 Outlet Moves to New Administrative Entity



To move an outlet record to a new administrative entity, type <S> from the Outlet Structure Changes Menu. The outlet move is tracked in the historical database under its old FSCS ID# and under the new administrative entity's FSCS ID#. A window listing all outlets is displayed.

OUTLET MOVES TO NEW ADMINISTRATIVE ENTITY

Press <Enter> to select the outlet you want to move to a new administrative entity. Next, the user selects the administrative entity that the outlet is moving to. A window listing all the administrative entities is displayed.

OUTLET MOVES TO NEW ADMINISTRATIVE ENTITY

Press <Enter> to select the administrative entity to which the outlet is moving. Next, the outlet and the new administrative entity of the outlet are automatically displayed.

OUTLET MOVES TO NEW ADMINISTRATIVE ENTITY

Select the Administrative Entity that the outlet is moving to.

The user is prompted to finalize the change. Type <Y> to finalize the change, or <N> to cancel the change, and return to the Outlet Structure Changes Menu. Press <Esc> to abort the process and return to the Outlet Structure Changes Menu at any time during this sequence.

ALBANY	COUNTY	LIBRARY	SYSTEM
BIG HORN	COUNTY	LIBRARY	SYSTEM
CAMPBELL	COUNTY	PUBLIC	LIBRARY
WY0020-003 CARBON	ALTA COUNTY	BRANCH LIBRARY	LIBRARY SYSTEM

5.6.7 Delete Incorrect Record

Will become an outlet of Administrative Entity \_\_\_\_\_

To delete an incorrect outlet record, type <6> from the Outlet Structure Changes Menu. The deleted outlet is tracked in the historical database under its original FSCS ID# and can later be restored. The Delete Incorrect Record-Outlet screen displays a list of outlets.

**DELETE INCORRECT RECORD - OUTLET**

Press <Enter> to select the outlet you want to delete. Next, a window showing the outlet and its administrative entity is displayed.

---

+-----+  
+-----+  
+-----+

+----- DELETE INCORRECT RECORD - OUTLET ----- Pg 1 -+  
+----- IDENTIFICATION -----+  
+-----+  
01 Press <Esc> to return to the Outlet Structure Changes Menu without deleting the record. Type <D> to delete the outlet record. The user is then prompted "Are You Sure (Y/N)? Select Option: [ ]". Type <Y> to confirm the deletion or <N> to retain the record, cancel the delete process, and return to the Outlet Structure Changes Menu.

### 5.6.8 Restore Previous Deletion

To restore a previously deleted outlet, type <7> from the Outlet Structure Changes Menu. The deleted record is restored from the historical database and becomes a current record in the outlet database. The outlet's old FSCS ID# is retained. The Restore Previous Deletion window is displayed.

**RESTORE PREVIOUS DELETION**

---

Press <Enter> to select the outlet to be restored. After the user selects the outlet to be restored, a window displaying the outlet to be restored prompts the user to continue with the restore.

**RESTORE PREVIOUS DELETION**

Type <Y> to continue with the restore. Type <N> to cancel the restore, and return to the Outlet Structure Changes Menu.

When the user types <Y>, the outlet record is restored from the historical database and again becomes a part of the outlet database under its original FSCS ID#. The Outlet Structure Changes Menu is then displayed.

Press <Esc> to cancel the restore and return to the Outlet Structure Changes Menu at any time during this sequence.



## 5.7 G—Error/Warning and Historical Data Checks

DECPLUS performs current-year data checks according to the criteria in Appendix G—Error and Warning Messages and historical data checks (i.e., a comparison of current-year to prior-year data) using the criteria in Appendix H—Historical Data Check Criteria. These checks are automatically performed for administrative entities and outlets during import (see page 54), but must be performed manually using Main Menu option 'G—Error/Warning and Historical Data Checks' after entering or changing data via the keyboard. When option 'G' is selected, the following screen is displayed:

ERROR/WARNING AND HISTORICAL DATA CHECKS

Type <Y> to begin error checking.

---

### 5.7.1 Error/Warning Check

The error/warning check, performed for both administrative entities and outlets, alerts the user to several types of errors.

- 'Out-of-range' errors, e.g., 'Average Public Service Hours per Outlet is less than 10'. Values entered for a single data element appear to be too extreme.
- 'Relational errors': Two or more data elements are not within a predetermined limit, e.g., 'Total Operating Expenditures is less than 75% of Total Operating Income', or 'ALA-MLS is greater than Total Librarians'.
- 'Arithmetic errors', e.g., an incorrect total. Please verify that totals are correct before sending data to NCES.

### 5.7.2 Historical Data Check

The historical data check begins automatically after the error/warning check has been completed. It is performed for administrative entities, but not for outlets. The historical data check flags unusually large changes from last year's to this year's FSCS submission by comparing selected data elements of each library record from the DXX97.dbf to the equivalent library records in the DXX96.DBF. Changes found to be outside of an acceptable range (see Appendix H—Historical Data Check Criteria) are identified and listed under Error No. 57.

If there is no DXX96.DBF available, the Historical Data Check is skipped. If a library record within the current file did not exist in the previous year, the check is not performed for that record.

The following screen for administrative entities, followed by a screen for Outlets - ERROR/WARNING CHECK and a screen for Administrative Entities - HISTORICAL DATA CHECK, tracks DECPLUS's progress during the edit procedure.

ERROR/WARNING AND HISTORICAL DATA CHECKS

When DECPLUS has completed the Error/Warning check for administrative entities and outlets and the Historical Data check for administrative entities, the user is given the option of printing the report in order by error number or by library (administrative entity).

ERROR/WARNING AND HISTORICAL DATA CHECKS

Type <1> 'Print by Error Number' to print the report by error number. Type <2> 'Print by Library Name' to print the report by library name. Note that the user may use Main Menu Option H to print the report later. The data file in which DECPLUS stored the edit check results is sorted by the chosen field. The report is written and the total number of errors is displayed. Next, the Print Report Menu is displayed.

ERROR/WARNING AND HISTORICAL DATA CHECKS

Type <1> to save the report and print it immediately. Type <2> to save the report (can be printed later). Type <3> to save the report and display it on-screen. Type <R> to 'Return to the Main Menu'. The report is saved in an ASCII file named DXX97ERR.RPT.

## 5.8 H—Report of Error/Warning and Historical Data Checks

Select <H> from the DECPLUS Main Menu to print your state's Report of Error/Warning and Historical Data Checks.

You must have generated the checks by using Main Menu option G to get a complete report. Note that the report created automatically during import will only contain edits for the records in your last import file. The following screen is displayed:

ERROR/WARNING AND HISTORICAL DATA CHECKS	
Type <1> 'Print by Error Number' to print the report by error number.	Type <2> 'Print by Library Name' to print the report by library name.

You can use this feature to create two error reports, one by error number and one by library name. After creating one report, return to the Main Menu and quit DECPLUS. Rename the report from DXX96ERR.RPT to another name, then reenter DECPLUS. Use Main Menu option H to create the second report without having to rerun the edits in Main Menu option G.

The data file in which DECPLUS stored the edit check results is sorted by the chosen field. The report is written and the total number of errors is displayed. The following Print Report Menu is then displayed.

ERROR/WARNING AND HISTORICAL DATA CHECKS			
Type <1> to save the report and print it immediately.	Type <2> to save the report (can be printed later).	Type <3> to save the report and display it on-screen.	Type <R> to 'Return to the Main Menu'.

The report is saved in an ASCII file named DXX97ERR.RPT.

## 5.9 I—Report of FSCS ID#, Lib. Name, LIB. ID#

This report is a listing of a state's data file records by FSCS ID#, Library Name, and LIB ID#, the three most important DECPLUS identification data elements. Select <I> from the DECPLUS Main Menu to print the Report of FSCS ID#, Lib. Name, LIB ID#. All administrative entities are listed first, then all the outlets are listed.

REPORT OF FSCS ID#, LIB. NAME, LIB ID#

Type <1> to save the report and print it immediately. Type <2> to save the report (can be printed later). Type <3> to save the report and display it on-screen. Type <R> to 'Return to the Main Menu'. The report is saved in an ASCII file named FSCS.RPT.

## 5.10 J—Create Tables and State Summary Data

Select option <J> from the DECPLUS Main Menu to create tables and state summary data. A screen displays a list of options as shown below:

### CREATE TABLES AND STATE SUMMARY DATA

#### 5.10.1 Summary Tables

Type <1> from the Create Tables and State Summary Data Menu to create Summary Tables. The Summary Tables include the 39 tables corresponding to the tables in the ED TABS publication. In the menu below, “1. Population served by State” will create tables 1, 1A, and 1B, “2. Number and type of outlets” will create tables 2 and 2A, etc. The complete list of tables follows:

1. Population served by State
2. Number and type of outlets
3. Public service hours per outlet per week
4. Output measures-number of library services
5. Circulation of children's materials and program attendance
6. Number of lib materials and # per capita/per 1,000, by type
7. Percent distrib of libs by size of book/serial collection
8. Number and type of staff
9. Percent distrib of libs by number of FTE staff
10. Total income and percent of income by source
11. Percent distrib of libs by size of local income by exp type
12. Total expenditures and percent distrib of libs by exp type
13. Input measures-Per capita expenditures, by type of exp
14. Percent distrib of libs by size of total exps
15. Percent distrib of libs by size of total exps per capita
16. Total capital outlay & % distrib of libs by size of outlay
17. Percent distrib of libs by type of governance
18. Percent distrib of libs by type of administrative structure
19. Percent distrib of libs by type of interlibrary relationship

### SUMMARY TABLES

Use the up arrow and down arrow keys to highlight the desired table, and then press <Enter>. A check mark appears on the screen next to the selected item. Continue this procedure until all desired tables have been selected. Press <F10> to select or unselect all the tables. Once the user has selected the desired tables, press <F6> to continue. The tables are created and the following screen is displayed:

### SUMMARY TABLES

Type <1> to print to a laser printer. Type <2> to print to a wide carriage dot matrix printer (one capable of 132 characters to a line, rather than only 80). Type <3> to save the output file. Type <4> to view the tables on screen. Type <R> to 'Return to the Main Menu'.

5.10.2 Single Library Tables

Type <2> from the Create Tables and State Summary Data Menu to create single library tables. A screen displays 15 tables showing data for individual public libraries. These tables list all the libraries in the state and the data recorded for them in each data element, plus some calculated data, such as the percent of total income from each source (table 5 below). The complete list of tables follows:

- 1. Population served by State
- 2. Number and type of outlets
- 3. Number and type of staff
- 4. Population of LSA and number of FTE staff
- 5. Amount and percent of income by source
- 6. Income and per capita income, by source
- 7. Expenditures and percent of expenditures, by type
- 8. Staff expenditures
- 9. Capital outlay by outlay category
- 10. Library materials (number/per capita/per 1,000), by type
- 11. Public service hours per outlet per week
- 12. Library visits and reference trans.
- 13. Circulation and loan trans.
- 14. Circulation of children's materials and program attendance
- 15. Materials in electronic format and electronic access

SINGLE LIBRARY TABLES

Use the up arrow and down arrow keys to select the desired table, and then press <Enter>. A check mark appears on the screen next to the selected item. Continue this procedure until all desired tables have been selected. Press <F10> to select or unselect all the tables. Once the user has selected the desired tables, press <F6> to continue. The tables are created and the following screen is displayed:

SINGLE LIBRARY TABLES

Type <1> to print to a laser printer. Type <2> to print to a wide carriage dot matrix printer (one capable of 132 characters to a line, rather than only 80). Type <3> to save the output file. Type <4> to view the tables on screen. Type <R> to 'Return to the Main Menu'.

5.10.3 State Summary Data

Select option <3> from the Create Tables and State Summary Data Menu to create, view, and print state summary data. A window displays three options:

CREATE TABLES AND STATE SUMMARY DATA	
Type <1> to create the user's state summary data.	Type <2> to view the state summary data.
Type <3> to print out the state summary screen.	Type <R> to exit the State Summary Data Menu and return to the DECPLUS Main Menu.

A sample of state summary data is shown below.

STATE SUMMARY DATA	
WY-97	Official State Tot Undup
Pop Estimate	Pop of LSA
Pop of LSA	Pop of LSA
Central	Branch
Bookmobile	

**IMPORTANT NOTE:** If data is entered for a library, and the library's Administrative Structure Code (data element 7C) is subsequently changed to 'AO', the data still exists in the record although it will not appear on the library's View/Update Data Entry Screen. That data would then be included in the summary above, which may give incorrect totals. If a library becomes an 'AO' or 'SL' (state library coded in the legal basis code), be sure to change all the data to -1 before recoding the entity.

To update the state summary data file, the user must create a new state summary. The best way to ensure you are looking at the most current data is to recreate the summary before you view it each time.

#### 5.10.4 2-Year State Summary

The 2-Year State Summary table is included to assist the respondent in evaluating the quality of their state data prior to submission. Select option <4> from the Create Tables and State Summary Data Menu to create, view, and print state summary data: 2-year percent change and net change. This option is new this year. A window displays four options:

CREATE TABLES AND STATE SUMMARY DATA	
Type <1> to print to a laser printer.	Type <2> to print to a wide carriage dot matrix printer (one capable of 132 characters to a line, rather than only 80).
Type <3> to save the output file.	Type <4> to view the tables on screen.
Type <R> to "Return to the Main Menu".	

A sample of the State Summary: 2-year Percent Change and Net Change table is shown below.  
Press <Page Up> or <Page Down> to view the screens.



## State Summary: 2-year Percent Change and Net Change

Data	FY95	FY96	Percent	Net
Item	State Total	State Total	Change	Change

## State Characteristics Items:

Official State Pop Estimate	474,970	-	-	-
Total Unduplicated Pop of LSA	474,970	-	-	-

## Administrative Entity Items:

Pop of Legal Service Area	474,970	-	-	-
Central Library	23	-	-	-
Branch Library	51	-	-	-
		-	-	-
Bookmobiles	3	-	-	-
ALA-MLS	30.42	-	-	-
Total Librarians	175.72	-	-	-
Other Paid Employees	132.97	-	-	-
Total Paid Employees	308.69	-	-	-
Local Government	10,456,148	-	-	-
State Government	44,043	-	-	-
Federal Government	48,929	-	-	-
Other Income	1,299,102	-	-	-
Total Income	11,848,222	-	-	-
Salaries & Wages Exp	5,858,883	-	-	-
Employee Benefits	1,588,561	-	-	-
Total Staff Exp	7,447,444	-	-	-
Collection Exp	1,569,131	-	-	-
Other Operating Exp	1,848,496	-	-	-
Total Operating Exp	10,865,071	-	-	-
Capital Outlay	806,856	-	-	-
Book/Serial Volumes	2,343,701	-	-	-
Audio	64,270	-	-	-
Video	33,864	-	-	-
Subscriptions	10,479	-	-	-
Annual Public Service Hrs	114,615	-	-	-
Library Visits	1,872,560	-	-	-
Reference	432,378	-	-	-

## FSCS

Total Circulation	3,765,489	-	-	-
Provided To	10,893	-	-	-
Received From	13,360	-	-	-
Children's Circulation	1,267,726	-	-	-
Children's Attend	161,203	-	-	-
Electronic Format Exp	67,563	-	-	-
Electronic Access Exp	316,376	-	-	-
Electronic Format Mater.	39,903	-	-	-

## 5.11 K—Create Backup File

Creating a backup file is optional, because DECPLUS automatically saves your data file. However, users may elect to create a backup copy of their working administrative entity data file, so that they would not have to repeat their work if the original data file was corrupted, erased or overwritten. There is no backup facility for the other data files used by DECPLUS: the state characteristics data file, the outlet data file, and the historical data files (DXXCHR.DBF, PLUSXX.DBF, HXXADM.DBF, and HXXOUT.DBF).

Select <K> from the DECPLUS Main Menu to create a backup file under a different file name. Follow the steps shown on the screen below:

CREATE BACKUP FILE

Enter the file name (up to eight characters). DO NOT USE DWY97.DBF. Your data file will be saved in the DECPLUS subdirectory on your hard disk. This subdirectory is the place from which you originally started the DECPLUS program (see Starting DECPLUS on page 21). Note: If the file name the user designates already exists, the user is prompted to "Overwrite? Y/N". Type <Y> to overwrite the file. Be careful to not use the same name as the prior year's FSCS data file name (DXX96), or you will overwrite the prior year's file, thus making the historical edits incorrect. DECPLUS will verify the replacement name by asking "Are you sure? Y/N".

---

**Automatic backup files**

DECPLUS creates an administrative entity backup data file each time the user enters the program or uses Menu Option A-Select File. This file is called DXX97BK?.DBF. The question mark stands for '1', '2', or '3' as DECPLUS creates no more than three automatic backup files, overwriting old versions. Note that these files are created BEFORE any changes are made in the current session of DECPLUS, and only save the administrative entity data.

**Restoring backup files**

To restore any backup file, either the one you have created or DECPLUS's automatic backup file, rename the file to DXX97.DBF. You can do this in Windows with File Manager or in DOS by typing the command 'copy <filename> dxx97.dbf', where <filename> is the name of your backup file. You will be prompted to confirm overwriting the old file.

As a last resort, if organizational changes have been made or if you need to recover the outlet data file, you can reinstall DECPLUS from the original diskette or the Census FTP/Web site. This will restore the template file (DXX97.DBF with all numeric fields set equal to -2) and all the other data files. If you wish to keep any of the data in these files, be sure to rename the files before you reinstall DECPLUS. You will need to use another software package to access the old files (through dBASE or some other package) and either import the data again or use direct keyboard entry.

## 5.12 L—Save Files To Send To NCES

This option should be run even if you are zipping/ FTPing your files to send to Census. The zipped/FTP file(s) can be sent using the output of this option (file on diskette).

There are **six** files (your administrative entity data file DXX97.DBF, state characteristics file DXXCHR.DBF, outlet data file PLUSXX.DBF, historical data files HXXADM.DBF and HXXOUT.DBF, and the text file of your error report on the FINAL data, DXX97ERR.RPT) on the diskette prepared by DECPLUS for submitting your state's fiscal year 1996 Public Libraries Survey data to NCES.

### Error/Warning and Historical Checks

If you have made **any** changes to your data file and have **not** performed the Error/Warning and Historical Data Checks since making the changes, DECPLUS automatically prompts you to do so. This is to ensure that all data sent to NCES have been processed through DECPLUS's built-in Error/Warning and Historical Data Checks. The report on your final data is the one that you should annotate regarding libraries that have failed certain edits.

Many of the DECPLUS error/warning messages do not indicate erroneous data, but highlight outliers or questionable data for review. However, some error messages are indications of problems in the data that should be fixed, such as the number of outlets recorded in the administrative entity record not matching the number of outlet records. Please review your report carefully for this type of error. If changes should be made to your file, make them using Main Menu option 'D—View/Update Record(s)' and then run another error report to verify that the errors no longer appear.

Your annotated error report may be submitted in electronic format by bringing the ASCII text file DXX97ERR.RPT into any word-processing package or editor and typing the notations. Be sure to include a cover letter with your submission indicating that this is what you have done.

Select <L> from the DECPLUS Main Menu to save your data files to a diskette for submission to NCES. The following screen will appear.

<p><b>Non-response (-2) Check</b></p> <p>If your data file includes <b>any</b> non-response '-2s', the data file cannot be saved to diskette. You must go back and enter the data before proceeding. The following screen will be displayed.</p>	<p>SAVE FILES TO SEND TO NCES</p>
<p>A report listing the records that include non-response '-2s' will be created. The following Print Report Menu window will be displayed, to allow the user print the non-response report.</p>	<p>SAVE FILES TO SEND TO NCES</p>
<p></p>	<p>SAVE FILES TO SEND TO NCES</p>

Type <1> to print the MINUS2.RPT file to the printer. Type <2> to print the MINUS2.RPT file to a text file on disk. Type <3> to view the MINUS2.RPT file on the screen. Type <R> to 'Return to the Main Menu'. If DECPLUS finds no -2s in the DXX97.DBF file, the following menu appears.

SAVE FILES TO SEND TO NCES

Insert a formatted, blank diskette into your A: or other drive before continuing. Type <1> to save the DXX97 file in the dBASE format for submission to NCES. Type <2> to save a copy of DXX97 in ASCII text format for your own use. With either option, the other five files are copied to the diskette as well. Type <Enter> when the following window appears to complete the save procedure.

SAVE FILES TO SEND TO NCES

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~~You may submit your data by mail or over the Internet.~~ Your submission should be sent to the U.S. Bureau of the Census, who is acting as the data collection agent for the FY 1996 Public Libraries Survey.

All of the following materials must be received for your data submission to be complete:

1. A submission by FTP, Email or a diskette containing edited, final data. Please verify that the following five files are included on the transmission (your state abbreviation will replace 'XX' in the file names):  
  
DXX97.DBF, DXXCHR.DBF, PLUSXX.DBF, HXXADM.DBF, HXXOUT.DBF
2. A copy of your annotated error/warning report. This may consist of a printed report with comments written or typed or a text file of the report (DXX97ERR.RPT) edited to contain your comments, or you may include in your cover letter statements that you have reviewed the report and the data are final, plus any comments you may have on your error/warning report
3. The signed State Librarian Certification form.

When you have completed your FSCS 1997 data submission, NCES requests that you provide, in writing, the number of hours it took your state to complete the process. NCES is required to provide the Office of Management and Budget (OMB) with statistics regarding your total paperwork burden.

If you have any questions about the mail, FTP, or e-mail submission options described below, please contact Ellen Thompson or Regina Padgett at 1-800-622-6193 or via e-mail at pls@census.gov.

#### **Data submission by mail**

Please mail your complete FSCS submission to:

**U.S. Postal Service (including  
Express Mail)**

**Overnight Delivery - Federal Express  
or United Parcel Service (UPS)**

Ellen Thompson or Regina Padgett  
U.S. Department of Commerce  
Bureau of the Census  
Washington, DC 20233-6800

Ellen Thompson or Regina Padgett  
U.S. Department of Commerce  
8905 Presidential Parkway, Room 508  
Upper Marlboro, MD 20772  
phone: (301) 457-1574

### **Data submission by e-mail**

You may submit your data files (the five files listed above under 1., and the error/warning report file DXX97ERR.RPT if appropriate) over the Internet by attaching the files to an e-mail message. We suggest using ZIP software to compress the files and package them all within one file with an extension of .ZIP, .LZH, .ARJ, or .ARC. In addition to saving space, “zipping” the data files will make it less likely that they will be corrupted by the transfer.

Attach the file(s) to an e-mail message addressed to [pls@census.gov](mailto:pls@census.gov). You must send the State Librarian Certification form, and annotated error/warning report if not sent electronically, via the regular mail to the address above.

### **Data submission by File Transfer Protocol (FTP)**

You may also submit your data files (the five files listed above under 1., and the error/warning report file DXX97ERR.RPT if appropriate) over the Internet via a File Transfer Protocol (FTP) program. Type ‘open [ftp.census.gov](ftp://ftp.census.gov)’ to access the Census FTP server. Log on with the user name ‘anonymous’ and your e-mail address for the password. Change to the appropriate subdirectory by typing ‘cd pub/incoming/govs/pls’. Transfer all five data files (and the error/warning report file DXX97ERR.RPT if appropriate) using the command ‘put <filename>’ for each file.

Send an e-mail message to [pls@census.gov](mailto:pls@census.gov) to let Census know that you have sent the data files. You must send the State Librarian Certification form, and annotated error/warning report if not sent electronically, via the regular mail to the address above.

## **5.13 Q—Quit**

Select <Q> from the DECPLUS Main Menu to leave DECPLUS. The user is returned to the DOS prompt and DECPLUS saves your current data files automatically.



## APPENDIX A—TROUBLESHOOTING

PROBLEM: The program does not run properly after installation.

SOLUTION: 1. Be sure that you are using an IBM or compatible Personal Computer (PC) with a minimum of 640K RAM, DOS 2.0 through 3.3 and 6.0, and 3 Megabytes (MB) of free disk space.

2. Be sure that you type "DECPLS23" from the DECPLS23 subdirectory, i. e. type "CD\DECPLS23" <Enter> first.

3. Be sure there are at least 25 file handles available, i. e. FILES = 25 should be in your CONFIG.SYS.

4. Try running DECPLUS in a DOS environment - Exit Windows completely.

PROBLEM: My computer freezes or locks (stops functioning) when trying to use DECPLUS.

SOLUTION: 1. Free up conventional memory on your machine. Remove all terminate and stay resident (TSR) programs that you may have running while executing DECPLUS, and then restart the program. You may need to run Memmaker or something equivalent to free up memory.

2. Exit out of Windows and run DECPLUS in a DOS environment. DECPLUS and Windows are fighting for the same memory resources.

PROBLEM: My screen display is difficult to read.

SOLUTION: 1. Try adjusting your CRT or monitor's brightness, contrast and other video controls, so that everything appears correctly and the display is easy to read. Some monochrome monitors do not display DECPLUS correctly. Call NCES for details.

2. Exit Windows and try again in a DOS environment.

PROBLEM: I can't seem to retrieve or save files properly.

SOLUTION: Be sure to use the correct disk drive designation when entering the file name, i. e. precede your database's file name with "A:" for your A drive, "C:\DATA" for your C drive's DATA subdirectory, etc.

PROBLEM: I can't import my database/spreadsheet/ASCII file at all or without a lot of errors.

SOLUTION: 1. The import dBASE, 1-2-3 or ASCII flat file **must** conform to strict data record and data field requirements as specified in Appendices C and D. Check your original databases for consistency with these requirements.



2. Make sure the files are located in the DECPLS23 directory.
3. Read instructions for the various types of import files beginning on page 27, especially if you are importing a Lotus 1-2-3 spreadsheet.
4. Try converting your import file to another one of the formats
5. LIBID and PHONE columns should be defined as labels.

PROBLEM: My imported data is different or changed after the Lotus 1-2-3 import process.

SOLUTION: Remove all of the following from your **original** Lotus 1-2-3 spreadsheet:

1. Blank rows and dashed lines (i. e. '-----')
2. Macros
3. Titles, headers, footers, formulas, etc.
4. Labels on numeric data, defined in import file specifications, Appendix C & D (e. g. use 514, not '514 or "514)
5. Be sure to EXTRACT the data, rather than just saving the file.
6. LIBID and PHONE columns should be defined as labels, i.e. '3014571584.

PROBLEM: I can't change a particular data field.

SOLUTION: 1. Be sure that you've selected 'D—View/Update Record(s)' from the Main Menu. You can't change data in certain structure changes modes, i. e. options 'E' or 'F'. The indicator to the upper right of the screen display shows you which library records maintenance mode that you are in.

2. The FSCS ID# field can never be added or modified.

PROBLEM: Why can't I leave an item blank? DECPLUS won't let me out of a particular data field!

SOLUTION: DECPLUS requires *something* in every numeric data field. In a nutshell, you must enter one of three types of values: Don't know, don't collect, can't get the data item, or does not apply (-1); have none of the data item (0); or any positive number or valid alpha character to indicate how many of the data item you have.

DECPLUS will allow you to leave coded data fields blank (such as Legal Basis Code). Be sure you go back and fill in the field before you send your data. If any of these fields are left blank, they will show up in your edit report.

PROBLEM: I get error messages such as "SIXCDX" and get kicked out of DECPLUS.

SOLUTION: 1. Delete all the files in your DECPLS23 directory with the extensions .IDX, .CDX, and .NTX. DECPLUS will recreate these files on its own.

2. Exit Windows, run in a DOS environment.

PROBLEM: There's a problem with my install diskette or I get Corruption Detected error.

**SOLUTION:** If you have a Web browser, follow instructions starting on page 27 to download DECPLUS software or data files directly from the Census Home Page. If this doesn't work, call Regina Padgett at the Census Bureau, (800) 622-6193.

**PROBLEM:** I have downloaded DECPLUS directly from the Census Bureau home page. I only have 1 or 2 files. Where is the software?

**SOLUTION:** Unzip these files by running them as stated in the instructions on the Census Bureau home page or this manual.

**PROBLEM:** I am having trouble sending my files via the internet.

**SOLUTION:** Zip the files up before sending them via the internet.

**PROBLEM:** I still can't get things working right!

**SOLUTION:** For additional assistance, contact one of the following people at the Census Bureau:

Ellen Thompson  
phone: 1-800-622-6193  
fax: (301) 457-1540  
email: pls@census.gov,  
or ethompso@census.gov

Regina Padgett  
phone: 1-800-622-6193  
fax: (301) 457-1540  
email: pls@census.gov  
or rpadgett@census.gov



## APPENDIX B—STATE CHARACTERISTICS DATA ELEMENT DEFINITIONS AND NOTES

Note: The items below are answered by the state library agency.

#	Data Element Name	Data Element Definitions and Notes
01	State (Automatic Display)	<p>Definition: This is the standard two-letter state abbreviation automatically assigned by DECPLUS.</p> <p>Note: See Appendix I.</p>
02	FSCS Submission Year (Automatic Display)	<p>Definition: This is the year in which these FSCS data are submitted to NCES and is automatically assigned by DECPLUS.</p>
03	Reporting Period Starting Date	<p>Definition: This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
04	Reporting Period Ending Date	<p>Definition: This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
05	Official State Total Population Estimate	<p>Definition: This is the most recent official total population figure for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.</p>
5A	Total Unduplicated Population of Legal Service Areas	<p>Definition: This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p>

Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by DECPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the DECPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by DECPLUS. For states which do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.

Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.

Note: Some of the data element names that appear on the screens are abbreviated versions of the FSCS data element names.

## APPENDIX C—ADMINISTRATIVE ENTITY IMPORT FILE SPECIFICATIONS

Data Element Name as it Appears on Screen	Width	Type/Decimals	ASCII Position	Lotus 1-2-3 Column
LIB ID	20	Character	1	A
NAME	45	Character	21	B
ADDRESS	35	Character	66	C
CITY	17	Character	101	D
ZIP1	5	Character	118	E
ZIP2	4	Character	123	F
PHONE	10	Character	127	G
Population of the Legal Service Area	9	Numeric/0	137	H
Number of Centrals	3	Numeric/0	146	I
Number of Branches	3	Numeric/0	149	J
Number of Bookmobiles	3	Numeric/0	152	K
Other Outlets (No Longer Collected)	3	Numeric/0	155	L
ALA-MLS	9	Numeric/2	158	M
Total Librarians	9	Numeric/2	167	N
All Other Paid Staff	10	Numeric/2	176	O
Total Paid Employees	10	Numeric/2	186	P
Local Government	9	Numeric/0	196	Q
State Government	9	Numeric/0	205	R
Federal Government	9	Numeric/0	214	S
Other Income	9	Numeric/0	223	T
Total Income	10	Numeric/0	232	U
Salaries & Wages Exp	9	Numeric/0	242	V
Employee Benefits	9	Numeric/0	251	W
Total Staff Exp	9	Numeric/0	260	X
Collection Exp	9	Numeric/0	269	Y
Other Operating Exp	9	Numeric/0	278	Z
Total Operating Exp	10	Numeric/0	287	AA
Capital Outlay	9	Numeric/0	297	AB
Book/Serial Volumes	9	Numeric/0	306	AC
Audio	9	Numeric/0	315	AD
Films (No Longer Collected)	9	Numeric/0	324	AE
Video	9	Numeric/0	333	AF
Subscriptions	9	Numeric/0	342	AG
Unduplicated hours (No Longer Collected)	6	Numeric/0	351	AH
Public Service Hrs/Yr	8	Numeric/0	357	AI
Library Visits	9	Numeric/0	365	AJ
In-Library Use (No Longer Collected)	9	Numeric/0	374	AK
Reference Transactions	9	Numeric/0	383	AL
Total Circulation	9	Numeric/0	392	AM
Provided To	6	Numeric/0	401	AN

Data Element Name as it Appears on Screen	Width	Type/Decimals	ASCII Position	Lotus 1-2-3 Column
Received From	6	Numeric/0	407	AO
Children's Circulation	9	Numeric/0	413	AP
Children's Program Attend	9	Numeric/0	422	AQ
Interlibrary Relationship	2	Character	431	AR
Legal Basis	2	Character	433	AS
Administrative Structure	2	Character	435	AT
County	17	Character	437	AU
FSCS Public Library	1	Character	454	AV
Materials in Electronic Format Exp	9	Numeric/0	455	AW
Electronic Access Exp	9	Numeric/0	464	AX
Materials in Electronic Format	9	Numeric/0	473	AY
Electronic Services Access	1	Character	482	AZ
Internet Access	1	Character	483	BA
Internet Use Code	2	Character	484	BB

Note: Some of the data element names that appear on the DECPLUS screens are abbreviated versions of the FSCS data element names.

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## APPENDIX D—OUTLET IMPORT FILE SPECIFICATIONS

Data Element Name as it Appears on Screen	Width	Type/Decimals	ASCII Position
FILLER (Leave Blank)	6	Character	1
Administrative Entity Status (No Longer Collected)	1	Character	7
LIB ID	20	Character	8
NAME	45	Character	28
Address	35	Character	73
City	17	Character	108
Zip 1	5	Character	125
Zip 2	4	Character	130
Phone	10	Character	134
County	17	Character	144
Outlet Type Code	2	Character	161
Metropolitan Status Code	2	Character	163
Population of the Legal Service Area by Outlet	1	Character	165
Number of Bookmobiles	2	Numeric/0	166

Note: Some of the data element names that appear on the DECPLUS screens are abbreviated versions of the FSCS data element names.





## APPENDIX E—ADMINISTRATIVE ENTITY DATA ELEMENT DEFINITIONS

**Comment [COMMENT5]:** 02/02/93 Adrienne changes definitions, etc. in Appendices E and F per the FSCS workshop.

02.19/93-02/22/93 Final edits to definitions faxed by Adrienne

### DECPLUS Non Data Element Definition

#### ADMINISTRATIVE ENTITY

**Definition:** This is the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group (for example, the population of a local jurisdiction, the population of a state, or the public libraries located in a particular region). The Administrative Entity may be administrative only and have no outlets, it may have a single outlet, or it may have more than one outlet.

#	Data Element Name	Data Element Definitions and Notes
01	LIB ID (Optional)	Definition: This is the state-assigned identification code for the administrative entity.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES to the administrative entity.
02	Name	Definition: This is the legal name of the administrative entity.  Note: Provide the name of the public library. If the administrative entity is a state library agency or a system, federation, or cooperative service, provide its name.
03	Street Address	Definition: This is the complete street address of the administrative entity.  Note: Do not report a post office box or general delivery.
04	City	Definition: This is the city or town in which the administrative entity is located.
4A	County of the Entity	Definition: This is the county in which the administrative entity is located.

05	Zip1	Definition: This is the standard five-digit postal zip code for the street address of the administrative entity.
06	Zip2	Definition: This is the four-digit postal zip code extension for the street address of the administrative entity.
07	Phone	Definition: This is the telephone number of the administrative entity, including area code.  Note: Report telephone number without spacing or punctuation.
07A	Interlibrary Relationship Code	<p>Select one of the following:</p> <p>HQ — Headquarters of a System, Federation, or Cooperative Service. (Include any system, federation, or cooperative service member acting in this role.)</p> <p>ME — Member of a System, Federation, or Cooperative Service, but not the headquarters.</p> <p>NO — Not a Member of a System, Federation, or Cooperative Service.</p> <p>HQ — Headquarters of a System, Federation, or Cooperative Service</p> <p>Definition: The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service.</p> <p>ME — Member of a System, Federation, or Cooperative Service</p> <p>Definition: An autonomous library joined by formal or informal agreement(s) with other autonomous libraries to perform various services cooperatively, such as resource sharing, communications, etc. This does include libraries that are part of multitype library systems, federations, or cooperative services. This does not include multiple outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if</p>

## 7B Legal Basis Code

the entity does not have an agreement with another autonomous library.

Note: For the purposes of this classification, networks such as OCLC and Internet are not considered systems, federations, or cooperative services.

Definition: The legal basis is the type of local government structure within which the entity functions.

Note: For combined libraries (i.e., combined school/public libraries or academic/public libraries) use the specific SP or AP codes instead of the other legal basis codes.

Select one of the following:

- AP — Combined Academic/Public Library
- CI — Municipal Government (city, town or village)
- CO — County/Parish
- MJ — Multi-jurisdictional
- NL — Native American Tribal Government
- NP — Non-profit Association or Agency
- SC — School District
- SL — State Library Agency
- SD — Special Library District (authority, board, commission)
- SP — Combined School Media Center/Public Library
- OT — Other

- AP — Combined Academic/Public Library

Definition: A library serving as both a college or university library and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

- CI — Municipal Government (city, town or village)

Definition: A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

- CO — County/Parish

Definition: An organized local government authorized in a state's constitution and statutes and established to provide general government.

MJ — Multi-jurisdictional

Definition: An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

NL — Native American Tribal Government

Definition: An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP — Non-profit Association or Agency

Definition: An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SC — School District

Definition: An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

SL — State Library Agency

Definition: That agency within each of the states and territories which administers the Federal Library Services and Construction

Act funds and which is authorized by a state to develop library services in the state. It may also provide direct services to the public.

SD — Special Library District (authority, board, commission)

Definition: This is a district, authority, board or commission authorized by state law to provide library services.

SP — Combined School Media Center/Public Library

Definition: A library serving as both a school media center and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

OT — Other

#### 7C Administrative Structure Code

Definition: This code identifies an autonomous library entity that has its own governance and funding.

Select one of the following:

AO — Administrative Entity Only

MA — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

MO — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

SO — Administrative Entity with a Single Direct Service Outlet

AO — Administrative Entity Only

Definition: An Administrative Entity that does not serve the public directly and has no direct service outlets but may provide staff, materials, and services to other libraries; may receive and spend funds on behalf of other libraries; or may contract with other libraries to provide various library services. Examples are headquarters of systems, federations, or cooperative services.

MA — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

Definition: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of central librar(ies), branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

Definition: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of a central librar(ies), branch(es), bookmobile(s), and/or books-by-mail only.

SO — Administrative Entity with a Single Direct Service Outlet

Definition: An Administrative Entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

## 7D FSCS Public Library Definition

Answer <Y>es or <N>o to the following question:  
Does this public library meet all the criteria of the FSCS public library definition?

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

08 Population of the Legal Service Area

Definition: The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources. For administrative entities that do not serve the public directly and have no outlets (e.g., a system, federation, or cooperative service), this number shall be zero.

09 Number of Central Libraries

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all administrative entities have a central library and some administrative entities have more than one central library.

10 Number of Branch Libraries

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

11 Number of Bookmobiles

Definition: A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of



library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

12 Number of Books-by-Mail Only  
(Automatic Display)

This is a count generated automatically by DECPLUS (Automatic Display) based on response to Outlet Type Code (See Data Element #9 on the Outlet file.)

### PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

13 ALA-MLS

Definition: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

14 Total Librarians

Definition: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (Data Element #13).

15 All Other Paid Staff

Definition: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

16 Total Paid Employees

Definition: This is the sum of total librarians (Data Element #14) and all other paid staff (Data Element #15).

### OPERATING INCOME

Report income used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year. (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

17 Local Government Income	Definition: This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees.
18 State Government Income	Definition: These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights.
19 Federal Government Income	Definition: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.
20 Other Income	Definition: This is all income other than that reported by Local, State, and Federal (Data Elements #17, #18, and #19). Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.
21 Total Income	Definition: This includes income from the Local government, the State government, the Federal government, and all other income (The sum of Data Elements #17 through #20).

## **OPERATING EXPENDITURES**

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

22 Salaries & Wages Expenditures	Definition: This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
23 Employee Benefits Expenditures	Definition: These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employ-

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	ees. Include amounts spent by the reporting unit for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the public library budget should be reported.
24 Total Staff Expenditures	Definition: This includes salaries and wages (Data Element #22), and employee benefits (Data Element #23).
25 Collection Expenditures	Definition: This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, machine-readable materials, audiovisual materials, etc. It also includes operating expenditures for library materials in electronic format (Data Element #44).
26 Other Operating Expenditures	<p>Definition: This includes all expenditures other than those for staff (Data Element #24) and collection (Data Element #25). It also includes operating expenditures for electronic access (Data Element #45).</p> <p>Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.</p>
27 Total Operating Expenditures	Definition: This includes total expenditures on staff, total expenditures on collection, and other operating expenditures (Data Elements #24, #25, and #26).
28 Capital Outlay	<p>Definition: These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.</p> <p>Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.</p>

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**LIBRARY COLLECTION**

Note: Report physical units for items 29—33 and 46. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit, e.g., two compact discs or two video cassettes, and are generally checked out as a unit, should be counted as one physical unit.

## 29 Book/Serial Volumes

Definition: Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.

## 30 Audio

Definition: These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.

## 31 Film

No longer collected.

## 32 Video

Definition: These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.

## 33 Subscriptions

Definition: This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues.

Note: Count subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets.

**SERVICES**

## 34 Unduplicated Hours

No longer collected

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## 35 Public Service Hours per Year

Definition: This is the sum of annual public service hours for outlets.

Note: Include the hours open for public service for centrals (data element #9), branches (data element #10), bookmobiles (data element #11), and books-by-mail only (data element # 12). For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

## 36 Library Visits

Definition: This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

## 37 In-Library Use

No longer collected.

## 38 Reference Transactions

Definition: A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic-mail from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

39 Total Circulation

Definition: The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

## **INTER-LIBRARY LOANS**

40 Provided To

Definition: These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

41 Received From

Definition: These are library materials, or copies of the materials, received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

## **CHILDREN'S SERVICES**

42 Circulation of Children's Materials

Definition: The total annual circulation of all children's materials in all formats to all users. It includes renewals.

## 43 Children's Program Attendance

Definition: The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

Note: Output Measures for Public Library Service to Children; A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.

**ELECTRONIC TECHNOLOGY**

## 44 Operating Expenditures

For Library Materials in

(also include in #25)

Definition: Report operating expenditures for materials considered part of the collection, whether purchased or Electronic Format leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

Note: These expenditures should also be included in Collection Expenditures (Data Element #25) on the Administrative Entity screen.

45 Operating Expenditures  
for Electronic Access

(also include in #26)

Definition: Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services.

Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery.

Note: Report only operating expenditures. These expenditures should also be included in Other Operating Expenditures, item #26 on the administrative entity screen. Do NOT report capital expenditures for items in this category.

46 Number of Library Materials  
in Electronic Format

Report the number of physical units such as CD-ROMS, magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

47 Access to Electronic Services

Answer <Y>es or <N>o to the following question:  
Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?

These are electronic services provided either in the library or by remote access to the library. Include resources owned or leased by the library and access to remote databases and commercial services. Included are both direct patron access and staff access on behalf of patrons. Do **not** include Internet access.

48 Access to Internet

Answer <Y>es or <N>o to the following question:  
Does the public library have access to the Internet?

The Internet is the collection of networks that connects government, university, and commercial agencies (e.g., NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP.

Report the library as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only.



If the public library has access to the Internet as defined in the three preceding sentences, respond <Y>es to this data element and answer Internet Use Code (Data Element #49). If the library does not have access to the Internet, respond <N>o, and leave Data Element #49 blank.

49 Internet Use Code \*

If the library has Internet access, is Internet used by (select one):

- ST — library staff only
- PI — patrons through a staff intermediary only
- PE — patrons either directly or through a staff intermediary
- UK — unknown

Note: Some of the data element names that appear on the DECPLUS screens are abbreviated versions of the FSCS data element names.

\* Data element has been revised to include an additional valid code, UK for unknown.



## APPENDIX F—OUTLET DATA ELEMENT DEFINITIONS

#	Data Element Name	Data Element Definitions and Notes
01	LIB ID (OPTIONAL)	Definition: This is the state-assigned identification code for the Outlet.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the Administrative Entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
02	Name	Definition: This is the name of the Outlet.
03	Street Address	<p>Definition: This is the complete street address of the Outlet.</p> <p>Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.</p>
04	City	Definition: This is the city or town in which the Outlet is located.
05	County of the Outlet	Definition: This is the county in which the Outlet is located.
06	Zip1	Definition: This is the standard five-digit postal zip code for the street address of the Outlet.
07	Zip2	Definition: This is the four-digit postal zip code extension for the street address of the Outlet.
08	Phone	<p>Definition: This is the telephone number of the Outlet, including area code.</p> <p>Note: Report telephone number without spacing or punctuation.</p>

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09 Outlet Type Code

Definition: An outlet is a unit of an Administrative Entity that provides direct public library service.

Select one of the following:

BM — Books-by-Mail Only

BR — Branch Library

BS — Bookmobile(s)

CE — Central Library

BM — Books-by-Mail Only

Definition: A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only Books-by-Mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR — Branch Library

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

BS — Bookmobile(s)

Definition: A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

## CE — Central Library

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all Administrative Entities have a central library and some Administrative Entities have more than one central library.

## 10 Metropolitan Status Code

Select one of the following. Bookmobiles should report the code which best describes their primary service area.

CC — Within the city limits of the central city of a Metropolitan Area.

NC — Metropolitan Area, but not within central city limits.

NO — Not in a Metropolitan Area.

UK — Unknown

Note: Contact the state data center for specific information about Metropolitan Areas in your state.

## CC — Central City

Definition: The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC — Metropolitan Area, but not within central city limits.

Definition: A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area

comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

11 Population of the Legal Service  
Area by Type of Outlet

Definition: This is the estimate of the portion of the service area population targeted for services by the outlet.

Select one of the following ranges:

- A — 1—999
- B — 1,000—2,499
- C — 2,500—4,999
- D — 5,000—9,999
- E — 10,000—24,999
- F — 25,000—49,999
- G — 50,000—99,999
- H — 100,000—249,999
- I — 250,000—499,999
- J — 500,000 or more
- U — Unknown

12 Number of Bookmobiles in  
the Bookmobile Outlet Record

Definition: The number of bookmobiles in the book mobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS - Bookmobile(s) (see Outlet Data Element #9). A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

Note: Some of the data element names that appear on the DECPLUS screens are abbreviated versions of the FSCS data element names.

## APPENDIX G—ERROR AND WARNING MESSAGES

Note that this appendix applies primarily to error and warning messages generated during the data import error/warning check process. On-screen error/warning messages (those seen while entering data via DECPLUS' keyboard data entry option) are similar, but not identical. This is because, during keyboard data entry, the entry of a '-2' (i.e., leaving a data element blank) is not permitted. During data import, DECPLUS cannot force the user to enter valid data—it can only warn the user about the 'blank data' condition. Thus the difference is that it is possible to *import* blank data, or '-2' with a warning, but during *keyboard data entry*, this is **not** possible. Either way, DECPLUS does not allow any data file to be submitted to NCES (option 'L—Save File to Send to NCES') if there are any data elements that contain a '-2'.

NO.	ERROR MESSAGE	ERROR CONDITION(S)
00	No LIB ID provided. DECPLUS will create one for you ....	This item has been left blank. DECPLUS will automatically assign a system generated LIB ID.
01	Library NAME is blank	NAME (Data Element #02 on the Administrative Entity screen or Outlet screen) has been left blank or is -2.
02	ADDRESS or CITY is blank	ADDRESS (Data Element #03 on the Administrative Entity screen or Outlet screen) or CITY (Data Element #04 on the Administrative Entity screen or Outlet screen) has been left blank or is -2.
03	ZIP1 is blank or not valid	ZIP1 (Data Element #05 on the Administrative Entity screen or Data Element #06 on the Outlet screen) has been left blank, is -2, or is not a valid 5-digit number.
04	ZIP2 (ZIP+4) is blank or not valid	ZIP2 (Data Element #06 on the Administrative Entity screen or Data Element #07 on the Outlet screen) has been left blank, is -2, or is not a valid 4-digit number.
05	PHONE number is blank or not valid	PHONE (Data Element #07 on the Administrative Entity screen or Data Element #08 on the Outlet screen) has been left blank, is -2, or is not a valid 10-digit number.
06	POPULATION OF LEGAL SERVICE AREA is less than or equal to 0.	POPULATION OF LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen) has been left blank, is -2, -1, or is 0.
07	No SERVICE OUTLETS are shown	The ADMINISTRATIVE STRUCTURE CODE (Data Element #07C on the Administrative Entity screen) equals 'MA', 'MO', or 'SO' and the sum of CENTRALS (Data Element #09 on the Administrative Entity screen), BRANCHES (Data Element #10 on the

NO.	ERROR MESSAGE	ERROR CONDITION(S)
		Administrative Entity screen), BOOKMOBILES (Data Element #11 on the Administrative Entity screen) and NUMBER OF BOOKS-BY-MAIL ONLY (Data Element #12 on the Administrative Entity screen) is 0.
08	One or more service outlets is shown, but no CENTRAL outlet.	One or more service outlets is shown, but there is no CENTRAL outlet.
09	ALA-MLS is blank	ALA-MLS librarians (Data Element #13 on the Administrative Entity screen) has been left blank or is -2.
10	TOTAL LIBRARIANS is blank	TOTAL LIBRARIANS (Data Element #14 on the Administrative Entity screen) has been left blank or is -2.
11	OTHER PAID EMPLOYEES is blank	OTHER PAID EMPLOYEES (Data Element #15 on the Administrative Entity screen) has been left blank or is -2.
12	TOTAL PAID EMPLOYEES is 0 or blank	TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) has been left blank, is -2, or is 0.
13	ALA-MLS is greater than TOTAL LIBRARIANS	The number of ALA-MLS librarians (Data Element #13 on the Administrative Entity screen) is greater than TOTAL LIBRARIANS (Data Element #14 on the Administrative Entity screen).
14	LOCAL GOVERNMENT INCOME is blank	LOCAL GOVERNMENT INCOME (Data Element #17 on the Administrative Entity screen) has been left blank or is -2.
15	STATE GOVERNMENT INCOME is blank	STATE GOVERNMENT INCOME (Data Element #18 on the Administrative Entity screen) has been left blank or is -2.
16	FEDERAL GOVERNMENT INCOME is blank	FEDERAL GOVERNMENT INCOME (Data Element #19 on the Administrative Entity screen) has been left blank or is -2.
17	OTHER INCOME is blank	OTHER INCOME (Data Element #20 on the Administrative Entity screen) has been left blank or is -2.
18	TOTAL OPERATING INCOME is 0 or blank	TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen) has been left blank, is -2, or is 0. If all of the four parts were entered, a total would have been automatically calculated.
19	TOTAL OPERATING INCOME is not equal to the sum of the parts	TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen) is not equal to the sum of LOCAL GOVERNMENT (Data Element #17



NO.	ERROR MESSAGE	ERROR CONDITION(S)
		on the Administrative Entity screen), STATE GOVERNMENT (Data Element #18 on the Administrative Entity screen), FEDERAL GOVERNMENT (Data Element #19 on the Administrative Entity screen) and OTHER INCOME (Data Element #20 on the Administrative Entity screen).
20	No longer used.	No longer used.
21	SALARIES & WAGES is blank	SALARIES & WAGES (Data Element #22 on the Administrative Entity screen) has been left blank or is -2.
22	EMPLOYEE BENEFITS is blank	EMPLOYEE BENEFITS (Data Element #23 on the Administrative Entity screen) has been left blank or is -2.
23	TOTAL STAFF EXPENDITURES is 0 or blank	TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) has been left blank, is -2, or is 0. If both of the parts were entered, a total would have been automatically calculated.
24	TOTAL STAFF EXPENDITURES is not equal to the sum of the parts	TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) is not equal to the sum of SALARIES & WAGES (Data Element #22 on the Administrative Entity screen) and EMPLOYEE BENEFITS (Data Element #23 on the Administrative Entity screen).
25	COLLECTION EXPENDITURES is blank	COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen) has been left blank or is -2.
26	OTHER OPERATING EXPENDITURES is blank	OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen) has been left blank or is -2.
27	TOTAL OPERATING EXPENDITURES is 0 or blank	TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen) has been left blank, is -2, or is 0. If all of the parts were entered, a total would have been automatically calculated.
28	TOTAL OPERATING EXPENDITURES is not equal to the sum of the parts	TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen) is not equal to the sum of TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen), COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen) and OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen).

NO.	ERROR MESSAGE	ERROR CONDITION(S)
29	TOTAL OPERATING INCOME is less than 75% of TOTAL OPERATING EXP	TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen) is less than 75% of TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen).
30	TOTAL OPERATING EXP is less than 75% of TOTAL OPERATING INCOME	TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen) is less than 75% of TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen).
31	CAPITAL OUTLAY is blank	CAPITAL OUTLAY (Data Element #28 on the Administrative Entity screen) has been left blank or is -2.
32	BOOK/SERIAL VOLUMES is 0 or blank	BOOK/SERIAL VOLUMES (Data Element #29 on the Administrative Entity screen) has been left blank, is -2, or is 0.
33	AUDIO materials is blank	AUDIO (Data Element #30 on the Administrative Entity screen) has been left blank or is -2.
34	No longer used.	No longer used.
35	VIDEO materials is blank	VIDEO (Data Element #32 on the Administrative Entity screen) has been left blank or is -2.
36	Serial SUBSCRIPTIONS is blank	SUBSCRIPTIONS (Data Element #33 on the Administrative Entity screen) has been left blank or is -2.
37	Annual PUBLIC SERVICE HOURS is 0 or blank	PUBLIC SERVICE HOURS/YR (Data Element #35 on the Administrative Entity screen) has been left blank, is -2, or is 0.
38	Average PUBLIC SERVICE HRS per outlet per week less than 10	Average PUBLIC SERVICE HOURS per outlet per week is less than 10. PUBLIC SERVICE HOURS/YR (Data Element #35 on the Administrative Entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (Data Element #09 on the Administrative Entity screen), BRANCHES (Data Element #10 on the Administrative Entity screen), BOOKMOBILES (Data Element #11 on the Administrative Entity screen) and BOOKS-BY-MAIL ONLY (Data Element #12 on the Administrative Entity screen).
39	Average PUBLIC SERVICE HRS per outlet per week greater than 75	Average PUBLIC SERVICE HOURS per outlet per week is greater than 75. PUBLIC SERVICE HOURS/YR (Data Element #35 on the Administrative Entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENT-

NO.	ERROR MESSAGE	ERROR CONDITION(S)
		RALS (Data Element #09 on the Administrative Entity screen), BRANCHES (Data Element #10 on the Administrative Entity screen), BOOKMOBILES (Data Element #11 on the Administrative Entity screen) and BOOKS-BY-MAIL ONLY (Data Element #12 on the Administrative Entity screen).
40	Annual LIBRARY VISITS in library is 0 or blank	LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) has been left blank, is -2, or is 0.
41	Annual REFERENCE TRANSACTIONS is blank	REFERENCE TRANSACTIONS (Data Element #38 on the Administrative Entity screen) has been left blank or is -2.
42	Annual REFERENCE TRANS per annual LIBRARY VISITS is greater than 1.0	Annual REFERENCE TRANSACTIONS (Data Element #38 on the Administrative Entity screen) per annual LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is greater than 1.0.
43	TOTAL CIRCULATION transactions is 0 or blank	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) has been left blank, is -2, or is 0.
44	TOTAL CIRCULATION trans per POPULATION LSA is less than 1.0	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per POPULATION OF LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen) is less than 1.0.
45	TOTAL CIRCULATION trans per POPULATION LSA is greater than 20.0	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per POPULATION OF LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen) is greater than 20.0.
46	TOTAL CIRCULATION trans per annual LIBRARY VISITS is less than 0.5	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per annual LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is less than 0.5.
47	TOTAL CIRCULATION trans per annual LIBRARY VISITS is greater than 6.0	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per annual LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is greater than 6.0.
48	Inter-library loans PROVIDED TO other libraries is blank	PROVIDED TO (Data Element #40 on the Administrative Entity screen) has been left blank or is -2.
49	Inter-library loans RECEIVED	RECEIVED FROM (Data Element #41 on the Ad-

NO.	ERROR MESSAGE	ERROR CONDITION(S)
	FROM other libraries is blank	ministrative Entity screen) has been left blank or is -2.
50	A negative number less than -2 is not acceptable	A numeric entry of less than -2 is not valid. As previously stated, -1 is used to denote not collected, not available or not reported, and -2 represents a blank entry.
51	An invalid number or character was used, so the record was not imported.	An invalid number or character was entered, resulting in this record being canceled during the import process. Please correct the problem, and re-import if necessary.
52	INTERLIBRARY RELATIONSHIP CODE is blank or not valid.	INTERLIBRARY RELATIONSHIP CODE (Data Element #7A on the Administrative Entity screen) has been left blank, is -2, or is not a valid code.
53	LEGAL BASIS CODE is blank or not valid.	LEGAL BASIS CODE (Data Element #7B on the Administrative Entity screen) has been left blank, is -2, or is not a valid code.
54	COUNTY is blank.	COUNTY (Data Element #4A on the Administrative Entity screen or Data Element #05 on the Outlet screen) has been left blank or is -2.
55	OUTLET TYPE CODE is blank or not valid.	OUTLET TYPE CODE (Data Element #09 on the Outlet screen) has been left blank or is not a valid code.
56	OUTLET TYPE CODE is 'BS' and NUMBER OF BOOKMOBILES is less than or equal to 0	The Outlet file record has 'BS' for OUTLET TYPE CODE (Data Element #09 on the Outlet screen) and NUMBER OF BOOKMOBILES (Data Element #12 on the Outlet screen) is blank, is -2, or is 0.
57	Data out of range --> See Historical Data Check Criteria	The change in your data for a particular data element from last year to this year has been determined to be out of an acceptable range. See Appendix H, Historical Data Check Criteria, for more information.
58	METROPOLITAN STATUS CODE is blank or not valid	METROPOLITAN STATUS CODE (Data Element #10 on the Outlet screen) has been left blank or is not a valid code.
59	POPULATION OF THE LEGAL SERVICE AREA BY OUTLET is blank or not valid	POPULATION OF THE LEGAL SERVICE AREA BY OUTLET (Data Element #11 on the Outlet screen) has been left blank or is not a valid code.
60 **	Invalid Structure Change, --> See Structure Change Error Messages	<p>Because an invalid structure change was used, the record was canceled during import. Please correct the problem and re-import if necessary.</p> <p>Structure change errors are as follows:</p> <p><b>** <u>STRUCTURE CHANGE ERROR</u></b></p>

NO.	ERROR MESSAGE	ERROR CONDITION(S)
		<b>MESSAGES</b> AA Merge records canceled by user BB Deleted records could not be found to restore CC Restore administrative entity canceled by user. DD Change from outlet to administrative entity import record canceled by user EE Record canceled by user during import FF Add new outlet import record canceled by user GG Change from administrative entity to an outlet canceled by user HH Reconcile all outlets before administrative entity can change to a outlet II User selected the same admin. entity for the new outlet as the record changing JJ Reconcile all outlets before administrative entity can change to a outlet KK Restore outlet record canceled by user LL Cannot restore outlet, the administrative entity not found! MM Record canceled by user during import NN Outlet import record should be in the administrative entity import file OO Duplicate record, thus FSCS ID# has already been used
61	ADMINISTRATIVE STRUCTURE CODE is blank or not valid	ADMINISTRATIVE STRUCTURE CODE (Data Element #7C on the Administrative Entity screen) has been left blank, or is not a valid code.
62	NUMBER OF CENTRALS is not equal to the number of central outlet records	NUMBER OF CENTRALS (Data Element #9 on the Administrative Entity screen) is not equal to the number of outlets coded as 'CE' OUTLET TYPE CODE (Data Element #9 on the Outlet screen).
63	NUMBER OF BRANCHES is not equal to the number of branch outlet records	NUMBER OF BRANCHES (Data Element #10 on the Administrative Entity screen) is not equal to the number of outlets coded as 'BR' OUTLET TYPE CODE (Data Element #9 on the Outlet screen).
64	NUMBER OF BOOKMOBILES is not equal to the number of bookmobiles in outlet records coded 'BS'	NUMBER OF BOOKMOBILES (Data Element #11 on the Administrative Entity screen) is not equal to the NUMBER OF BOOKMOBILES (Data Element #12 on the Outlet screen) in Outlet records coded as 'BS' OUTLET TYPE CODE (Data Element #9 on the Outlet screen).
65	TOTAL CIRCULATION is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS	TOTAL CIRCULATION (Data Element #39 on the Administrative Entity screen) is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS

NO.	ERROR MESSAGE	ERROR CONDITION(S)
		(Data Element #42 on the Administrative Entity screen).
66	Annual LIBRARY VISITS is less than or equal to CHILDREN'S PROGRAM ATTENDANCE	LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is less than or equal to CHILDREN'S PROGRAM ATTENDANCE (Data Element #43 on the Administrative Entity screen).
67	Outlet is not connected to an administrative entity	No Administrative Entity record with this outlet's FSCS ID can be found.
68	ADMINISTRATIVE STRUCTURE CODE is 'SO' and total number of service outlets is not equal to 1	ADMINISTRATIVE STRUCTURE CODE (Data Element #7C on the Administrative Entity screen) is 'SO' and total number of service outlets (Data Elements #9, 10, 11, and 12 on the Administrative Entity screen) is not equal to 1.
69	ADMINISTRATIVE STRUCTURE CODE is 'MA' or 'MO' and the total number of service outlets is less than or equal to 1	The ADMINISTRATIVE STRUCTURE CODE (Data Element #7C on the Administrative Entity screen) is 'MA' or 'MO' and the total number of service outlets (Data Elements #9, 10, 11, and 12 on the Administrative Entity screen) is less than or equal to 1.
70	TOTAL PAID EMPLOYEES but no TOTAL STAFF EXPENDITURES	TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) is greater than 0 and TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) equals 0.
71	TOTAL STAFF EXPENDITURES but no TOTAL PAID EMPLOYEES	TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) is greater than 0 and TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) equals 0.
72	OUTLET TYPE CODE is 'BR' or 'CE' and NUMBER OF BOOKMOBILES is greater than 0	Outlet record is coded 'BR' or 'CE' for OUTLET TYPE CODE (Data Element #09 on the Outlet screen) and NUMBER of BOOKMOBILES (Data Element #12 on the Outlet screen) is greater than zero. Bookmobiles must not be reported on an outlet record that has OUTLET TYPE CODE 'BR' or 'CE'. If a library has bookmobiles, an outlet record coded 'BS' for OUTLET TYPE CODE (Data Element #09 on the Outlet screen) must be created and the NUMBER OF BOOKMOBILES (Data Element #12 on the Outlet screen) must be reported with this outlet.
73	OFFICIAL STATE TOTAL POPULATION ESTIMATE is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE	OFFICIAL STATE TOTAL POPULATION ESTIMATE (Data Element #5 on the State Characteristics screen) is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (Data

NO.	ERROR MESSAGE	ERROR CONDITION(S)
	AREAS	Element #5A on the State Characteristics screen)
74	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is less than or equal to 0, or is greater than the total POPULATION OF LEGAL SERVICE AREA	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (Data Element #5A on the State Characteristics screen) is less than or equal to 0, or is greater than the sum of POPULATION OF LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen).
75	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is greater than or equal to COLLECTION EXPENDITURES.	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (Data Element #44 on the Administrative Entity screen) is greater than or equal to COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen).
76	ELECTRONIC ACCESS EXPENDITURES is greater than OTHER OPERATING EXPENDITURES.	ELECTRONIC ACCESS EXPENDITURES (Data Element #45 on the Administrative Entity screen) is greater than OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen).
77	ELECTRONIC SERVICES ACCESS but no ELECTRONIC ACCESS EXPENDITURES.	ELECTRONIC ACCESS EXPENDITURES (Data Element #45 on the Administrative Entity screen) are less than or equal to 0 but ELECTRONIC SERVICES ACCESS (Data Element #47 on the Administrative Entity screen) is Yes.
78	ELECTRONIC ACCESS EXPENDITURES are greater than 0, but ELECTRONIC SERVICES ACCESS and INTERNET ACCESS are No, blank, or invalid.	ELECTRONIC ACCESS EXPENDITURES (Data Element #45 on the Administrative Entity screen) are greater than 0 but ELECTRONIC SERVICES ACCESS (Data Element #47 on the Administrative Entity screen) and INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) are No, blank, or invalid.
79	INTERNET ACCESS but no ELECTRONIC ACCESS EXPENDITURES.	ELECTRONIC ACCESS EXPENDITURES (Data Element #45 on the Administrative Entity screen) are less than or equal to 0 but INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) is Yes.
80	INTERNET ACCESS but INTERNET USE CODE is blank or not valid.	INTERNET USE CODE (Data Element #49 on the Administrative Entity screen) has been left blank or is not a valid code but INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) is Yes.
81	INTERNET USE CODE is 'ST',	INTERNET USE CODE (Data Element #49 on the

NO.	ERROR MESSAGE	ERROR CONDITION(S)
	'PI', or 'PE', but no INTERNET ACCESS.	Administrative Entity screen) is 'ST', 'PI', or 'PE', but INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) is No, blank, or invalid.
82	FSCS PUBLIC LIBRARY but no TOTAL STAFF EXPENDITURES.	FSCS PUBLIC LIBRARY (Data Element #7D on the Administrative Entity screen) is Yes but TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) is less than or equal to 0.
83	FSCS PUBLIC LIBRARY is blank or not valid.	FSCS PUBLIC LIBRARY (Data Element #7D on the Administrative Entity screen) has been left blank or is not a valid code.
84	TOTAL PAID EMPLOYEES is not equal to the sum of its parts.	TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) is not equal to the sum of TOTAL LIBRARIANS (Data Element #14 on the Administrative Entity screen) and OTHER PAID EMPLOYEES (Data Element #15 on the Administrative Entity screen).
85	No INTERNET ACCESS but INTERNET USE CODE is 'UK'.	INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) is No, but INTERNET USE CODE (Data Element #49 on the Administrative Entity screen) is UK (Unknown). If the library does not have access to the Internet, leave Data Element #49 blank.



## APPENDIX H—HISTORICAL DATA CHECK CRITERIA

**Error 57:** (Note: All historical data errors are listed in the Error Report as Error 57, followed by the specific data element that is triggering the error. Example: Error 57: data element #17. Local Government)

#	DATA ELEMENT	ACCEPTABLE RANGE (Inclusive)
08	Population of Legal Service Area	+25% to -10%
09	Number of Centrals	±1
10	Number of Branches	±2 <b>or</b> ±15%
11	Number of Bookmobiles	±2 <b>or</b> ±15%
12	Other Outlets	No longer collected
13	ALA-MLS	±2 <b>or</b> ±30%
14	Total Librarians	±2 <b>or</b> ±30%
15	All Other Paid Staff	±2 <b>or</b> ±30%
16	Total Paid Employees	±2 <b>or</b> ±30%
17	Local Government	±\$5,000 <b>or</b> +25% to -10%
18	State Government	±\$500 <b>or</b> ±40%
19	Federal Government	No criterion
20	Other Income	No criterion
21	Total Income	±\$5,000 <b>or</b> +25% to -10%
22	Salary & Wages Exp	±\$2,000 <b>or</b> ±20% <b>if</b> within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion
23	Employee Benefits	±\$1,000 <b>or</b> ±20% <b>if</b> within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion
24	Total Staff Exp	±\$2,000 <b>or</b> ±20% <b>if</b> within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion
25	Collection Exp	±\$5,000 <b>or</b> +30% to -15%
26	Other Operating Exp	±\$5,000 <b>or</b> +40% to -10%
27	Total Operating Exp	±\$5,000 <b>or</b> +30% to -10%

**Comment [COMMENT6]:**

Historical data check revisions per Gerry Rowland faxed by John to Andrew on 10/20/92

Changes completed 10/20/92

#	DATA ELEMENT	ACCEPTABLE RANGE (Inclusive)
28	Capital Outlay	No criterion
29	Book/Serial Volumes	$\pm 1,000$ <b>or</b> +15% to -5%
30	Audio	$\pm 100$ <b>or</b> +40% to -10%
31	Films	No longer collected.
32	Video	$\pm 100$ <b>or</b> +75% to -10%
33	Subscriptions	$\pm 20$ <b>or</b> +30% to -10%
34	Unduplicated Hrs	No longer collected
35	Public Service Hrs/Yr	No criterion
36	Library Visits	No criterion
37	In-library Use	No longer collected
38	Reference Transactions	No criterion
39	Total Circulation	$\pm 5,000$ <b>or</b> +25% to -10%
40	Provided To	No criterion
41	Received From	No Criterion
42	Children's Circulation	$\pm 5,000$ <b>or</b> +50% to -30%

## APPENDIX I—STATE CODES

Post Office State Code	State Name	FIPS Code
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46

FSCS

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TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56

Post Office Territory Code	Territory Name	<u>FIPS Code</u>
GU	Guam	66
MP	Northern Mariana Islands	69
PW	Palau	70
PR	Puerto Rico	72
VI	Virgin Islands	78

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## APPENDIX J—GLOSSARY OF TERMS

1-2-3	Lotus Development Corporation's popular DOS spreadsheet application software.
ASCII	Acronym for "American Standard Code for Information Interchange". Pronounced "askee", this standard for data transmission assigns individual seven-bit codes to represent each of a specific set of 128 numerals, letters and special controls. ASCII files are also known as text files.
Backup	Copies of data and program files.
Boot	The process of starting or powering up your computer and loading DOS into RAM.
Characteristics File	The Characteristics File captures information that describes the State data file, such as the State Abbreviation, FSCS submission year, reporting period starting and ending dates, and unduplicated population of the legal service area.
Clipper	Nantucket Corp.'s dBASE compiler software which allows DECPLUS to run faster and without the need for dBASE itself to "interpret" most of the program.
Convert	The process of changing a data file from one format to another.
CPU	Acronym for "Central Processing Unit", which is the brain of the computer that interprets and executes all instructions.
CRT	Acronym for "Cathode Ray Tube", commonly referring to a computer monitor, terminal or video display terminal (VDT).
Cursor	A special character on the user's screen that indicates the next position at which a character will be entered or deleted.
Data Element	Specifically categorized part of a data record. Many data elements typically comprise a data record.
Data Entry	The process of entering data into a computer or computer application.
Data Field	See Data Element.
Data File	A group of records with common descriptive attributes.
Data Maintenance	The process of adding, modifying, querying or deleting data in a database operation.

Database	An organization of data files containing information or reference material on a particular subject or subjects.
DBMS	Acronym for "Database Management System", which is application software designed to organize data so that they can be quickly filed in/or retrieved.
dBASE	Borland/Ashton-Tate's popular line of database application software. The latest version is dBASE IV, Version 1.1.
Default	A value supplied by the computer system when no explicit value is received from the user.
Default Drive	The current drive utilized by the computer, when no specific drive is specified by the user.
Directory	The list of all files, which is itself a file, on a computer storage medium for the user's easy reference.
Diskette	See "Floppy Disk".
Disk Drive	Any flat, circular storage system capable of storing digital information.
DOS	An acronym for "Disk Operating System", the basic system software for running today's IBM and compatible computers. It utilizes disks for its secondary storage medium.
DOS Prompt	A symbol, often ending with a ">", that shows that DOS has been successfully loaded into RAM (booted), and that the computer will read and write data to the disk drive designated.
Drive A	The floppy disk located at the far left or top of the system unit in a system with one diskette drive.
Drive B	The floppy disk located at the far right or bottom of the system unit, in a system with two diskette drives.
Drive C	Designation for the first logical or physical hard disk drive, if any.
Drive D	Designation for the second logical or physical hard disk drive, if any.
Edit	To prepare or modify data for final publication.
File	A group of organized data (records) assembled for one particular purpose and considered as one unit and stored in permanent off-line storage, such as a disk drive, tape or disk.
File Compression	Via the use of archiving software, program and data files can be "compressed" or reduced in size, and thus take up less valuable disk space.
File Editor	A program or utility to view or change an ASCII text file.

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File Handles	The maximum number of files DOS is able to open in a given session, as typically established in the 'FILES=' parameter in your CONFIG.SYS file.
File Locking	A data protection scheme used by database management systems (DBMS) to preserve data integrity in a multi-user operating environment such as a local area network (LAN).
File Viewer	A program or utility used to view an ASCII text file.
Floppy Disk	A flexible, flat, circular mylar medium that magnetically records and provides access to stored data.
Hard Disk	A rigid magnetic disk storage system that provides faster access times, higher capacity and greater reliability than floppy disk systems.
Importing	To bring in data from an outside source. In the case of DECPLUS, this can be data in the form of a Lotus 1-2-3 spreadsheet, dBASE database or ASCII flat file.
Keyboard	An input device consisting of switches with marked key-tops that, when pressed manually, generate a code representing individual characters.
Level	A natural or proper position, place or stage.
LHarc	A public domain software utility for data compression. This allows the user to store more data in the same available disk space. Data compression is achieved by eliminating gaps, redundancies, unnecessary data and/or empty fields.
Macros	A frequently used set of predefined instructions or keystrokes designed to perform a specific function or purpose.
Main Menu	The primary list of options presented on the display screen.
Master File	The database file (DBF) used by DECPLUS to create a multi-State data file for use in table generation.
Main Memory	Immediately accessible memory for programs and data storage. This normally includes ROM and RAM, but excludes mass storage devices such as disk drives, etc.
Megabyte (MB)	1,048,576 bytes, or $2^{20}$ bytes. The capacity of a personal computer's memory or hard disk is typically measured in megabytes.
Menu	Any list of options presented on the display screen.
Monitor	A video monitor is a display unit used for computer applications that resembles a TV, but does not have a speaker or apparatus for detecting UHF/VHF frequencies.
Output	Any information produced by a computer from a given input.

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Partition	The way DOS "breaks up" a hard disk into different "pieces" for easier organization or to accommodate different operating systems.
PC	A personal computer is a moderately priced computer. A "PC" commonly refers to an IBM or compatible machine, but the broad definition can apply to Apple, Kaypro CP/M's, etc..
Peripherals	Any input, secondary or output device connected to the processing or system unit which allow the user to enter commands or data into and retrieve data from the computer.
Printer	An output device for producing hard copy, usually onto paper.
Program	A sequence of instructions given to the computer to perform specific functions or tasks. Programs are also referred to as "software".
Prompt	A message, instruction or question generated by the computer.
RAM	Acronym for "Random Access Memory". This memory storage area for programs and data is immediately accessible to and directly addressable by the central processing unit (CPU). Data can be read from or written into RAM memory location, and the location can be reached via random access. Normally, all user programs are in RAM. RAM differs from ROM (read-only memory) in that RAM is volatile, can be altered and programs written in, while ROM is non-volatile and can not be written to.
Record	A group of related fields of information treated as a unit for organizational purposes. A record is usually one of many within a particular data file.
Resident Program	Also known as a "memory resident program" or TSR. See TSR.
ROM	Acronym for "Read-only Memory". This is non-volatile (i. e. it is retained even with the power off) memory and can only be "read", not be written to.
Runtime	A runtime is a limited version of a software distributed under license for use with a particular application only.
Screen	This usually refers to the display of the computer.
Scroll	To advance, or go back, a specified number of lines in a data file currently on the screen.
Scroll bar	A horizontal or vertical indicator on the screen showing the relative position of the current screen with respect to the overall picture.
Self-extracting	A program created so that when executed, it creates from itself one or more smaller program and/or data files which have been previously compressed inside the program. This is done to save valuable disk space and simplify installation procedures.



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Software	Programs that tell the computer what operations to perform. Contrast with hardware.
Subdirectory	The secondary, sub-list of all files, which is itself a file, on a computer storage medium for the user's easy reference.
Text File	See ASCII file.
TSR	Acronym for Terminate and Stay Resident (TSR). Unlike standard DOS applications, these are programs that are written to remain in memory until explicitly removed. Because they stay in memory, they can be re-activated by a pre-defined keystroke at any time, even while another program is active—frequently causing conflicts.
Uncompress files	To extract one or more individual files from a single condensed archive file.
Window	An isolated portion of a screen that may be used to display information independently of the rest of the screen display.

FSCS

**Comment [COMMENT7]:**

Per Adrienne's request, white-out and type all necessary page numbers onto the appendices!?

**Comment [COMMENT8]:**

FSCS directory - 20 pages for duplexed

State Assignment list - 2 pages for duplexed

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## **APPENDIX K—FSCS 1997 DIRECTORY & STEERING COMMITTEE STATE ASSIGNMENT LIST**

# **FSCS**

## **FEDERAL-STATE COOPERATIVE SYSTEM**

### **FOR PUBLIC LIBRARY DATA**

## **1997 DIRECTORY**

**May - 1997**

**For changes regarding information in this directory, please contact  
Kim Miller at: Telephone: 202-606-9200, FAX: 202-606-9203  
E-mail: [km\\_nclis@inet.ed.gov](mailto:km_nclis@inet.ed.gov)**

## Data Coordinators

<u>STATE</u>	<u>COORDINATOR</u>	<u>TELEPHONE</u>	<u>TELEFAX</u>
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ALASKA	Mary Jennings	907-269-6566	907-269-6580
ARIZONA	Jan Elliott	602-542-5841	602-256-6372
ARKANSAS	Carolyn Ashcraft	501-682-5288	501-682-1529
CALIFORNIA	Liz Gibson/Jay Cunningham	916-653-6752/8112	916-653-8443
COLORADO	Keith Curry Lance	303-866-6737	303-866-6940
CONNECTICUT	Leon Shatkin	860-566-2712	860-566-6669
DELAWARE	Tom Dunlop	302-739-4748 x128	302-739-6787
DIST. OF COLUMBIA	Rita S. Thompson-Joyner	202-727-1101	202-727-1129
FLORIDA	Lawrence Webster (Ms.)	904-487-2651	904-488-2746
GEORGIA	Diana Ray Tope	404-657-6222	404-651-9447
HAWAII	Betty Kingery	808-586-3700	808-586-3699
IDAHO	Frank Nelson	208-525-7211	208-525-7255
ILLINOIS	Stanley E. Adams	217-785-0187	217-782-1877
INDIANA	Roberta Brooker	317-232-3699	317-232-0002
IOWA	Gerry Rowland	515-281-7573	515-281-6191
KANSAS	Roy Bird	913-296-3296	913-296-6650
KENTUCKY	Jay Bank	502-564-8300 x263	502-564-5773
LOUISIANA	Gretchen Fairbanks	504-342-4931	504-342-3547
MAINE	Karl Beiser	207-581-1656	207-581-1653
MARYLAND	Susan Paznekas	410-767-0440	410-333-2507

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MONTANA	Diane Gunderson	406-444-5349	406-444-5612
NEBRASKA	Karen Ingish	402-471-2045	402-471-2083
NEVADA	Diane Baker	702-687-8314	702-687-8311
NEW HAMPSHIRE	John Barrett	603-271-2864	603-271-2205
NEW JERSEY	Robert Fortenbaugh	609-292-7854	609-984-7898
NEW MEXICO	Scott Sheldon	505-827-3809	505-827-3777/3809
NEW YORK	Carol Ann Desch	518-486-1358	518-486-5254
NORTH CAROLINA	Barbara Akinwole	919-733-2570	919-733-8748
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OHIO	Darla Cottrill	614-466-1089	614-466-3584
OKLAHOMA	Jan Blakely	405-521-2502	405-525-7804
OREGON	Mary Ginnane/Ruston G. Brandis	503-378-2112 x225/224	503-588-7119
PENNSYLVANIA	Carol Ann Colyer	717-783-5743	717-783-5723
RHODE ISLAND	Ann Piascik	401-277-2728 x119	401-277-4195
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SOUTH DAKOTA	Dorothy Liegl	605-773-3131	605-773-4950
TENNESSEE	Jacci Herrick	615-532-4639	615-741-6471
TEXAS	Patty Davis	512-463-5527	512-463-8800
UTAH	Sandi Long	801-468-6741	801-468-6767
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## FSCS

## FSCS 1997 DIRECTORY &amp; STEERING COMMITTEE STATE ASSIGNMENT LIST

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---

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Little Rock, AR 72201  
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Library Dev. Services Bureau  
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**COLORADO**

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State Library & Adult Education  
201 E. Colfax Avenue, Room 309  
Denver, CO 80203-1799  
COORDINATOR: Keith Curry Lance  
TELEPHONE: 303-866-6737  
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**FLORIDA**

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**GEORGIA**

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Atlanta, GA 30303  
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**IOWA**

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East 12th and Grand  
Des Moines, IA 50391  
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Topeka, KS 66612  
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Frankfort, KY 40602  
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Jackson, MS 39289-0700  
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600 West Main, P.O. Box 387  
Jefferson City, MO 65102-0387  
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#### MONTANA

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NEBRASKA LIBRARY COMMISSION  
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#### NEVADA

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401 N. Carson St., Capitol Complex  
Carson City, NV 89710  
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#### NEW HAMPSHIRE

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**NEW JERSEY**

NEW JERSEY STATE LIBRARY  
185 W. State St., CN 520  
Trenton, NJ 08625-0520  
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**NEW MEXICO**

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**NEW YORK**

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Div. of Library Development  
10C47 Cultural Education Center  
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**NORTH CAROLINA**

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**NORTH DAKOTA**

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FAX: 614-466-3584  
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Oklahoma City, OK 73105  
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**OREGON**

OREGON STATE LIBRARY  
Library Dev. Servs Div.; State Library Building  
Salem, OR 97310-0640  
COORDINATOR: Mary Ginnane/  
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**PENNSYLVANIA**

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**SOUTH CAROLINA**

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Midstate Regional Library (use this address)  
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**State Library Agency Web Sites**

Alabama	<a href="http://www.apls.state.al.us">http://www.apls.state.al.us</a>
Alaska	<a href="http://sled.alaska.edu">http://sled.alaska.edu</a>
Arizona	<a href="http://www.dlapr.lib.az.us">http://www.dlapr.lib.az.us</a>
Arkansas	<a href="http://www.state.ar.us/html/ark_library.html">http://www.state.ar.us/html/ark_library.html</a>
California	<a href="http://library.ca.gov/california/State_Library">http://library.ca.gov/california/State_Library</a>
Colorado	<a href="http://www.aclin.org">http://www.aclin.org</a>
Connecticut	<a href="http://www.cslnet.ctstateu.edu">http://www.cslnet.ctstateu.edu</a>
Delaware	<a href="http://www.lib.de.us">http://www.lib.de.us</a>
Florida	<a href="http://www.dos.state.fl.us/dlis">http://www.dos.state.fl.us/dlis</a>
Georgia	<a href="http://www.gpls.public.lib.ga.us">http://www.gpls.public.lib.ga.us</a>
Hawaii	<a href="http://www.hcc.hawaii.edu/hspls/hslov.html">http://www.hcc.hawaii.edu/hspls/hslov.html</a>
Idaho	<a href="http://www.state.id.us/isl/hp.htm">http://www.state.id.us/isl/hp.htm</a>
Illinois	<a href="http://www.sos.state.il.us/depts/library/isl_home.html">http://www.sos.state.il.us/depts/library/isl_home.html</a>
Indiana	<a href="http://www.statelib.lib.in.us">http://www.statelib.lib.in.us</a>
Iowa	<a href="http://www.state.ia.us">http://www.state.ia.us</a>
Kansas	<a href="http://skyways.lib.ks.us/kansas">http://skyways.lib.ks.us/kansas</a>
Kentucky	<a href="http://www.kdla.state.ky.us">http://www.kdla.state.ky.us</a>
Louisiana	<a href="http://smt.state.lib.la.us/statelib.htm">http://smt.state.lib.la.us/statelib.htm</a>
Maine	<a href="http://www.state.me.us/msl/mslhome.htm">http://www.state.me.us/msl/mslhome.htm</a>
Maryland	<a href="http://www.sailor.lib.md.us">http://www.sailor.lib.md.us</a>
Massachusetts	<a href="http://www.mlin.lib.ma.us">http://www.mlin.lib.ma.us</a>
Michigan	<a href="http://www.libofmich.lib.mi.us">http://www.libofmich.lib.mi.us</a>
Minnesota	<a href="http://www.educ.state.mn.us/libry/libdev.htm">http://www.educ.state.mn.us/libry/libdev.htm</a>
Mississippi	<a href="http://www.mlc.lib.ms.us">http://www.mlc.lib.ms.us</a>
Missouri	<a href="http://mosl.sos.state.mo.us/libser.html">http://mosl.sos.state.mo.us/libser.html</a>
Montana	<a href="http://msl.mt.gov">http://msl.mt.gov</a>
Nebraska	<a href="http://www.nlc.state.ne.us">http://www.nlc.state.ne.us</a>
Nevada	<a href="http://www.clan.lib.nv.us/docs/nsia.htm">http://www.clan.lib.nv.us/docs/nsia.htm</a>
New Hampshire	<a href="http://www.state.nh.us/nhsl">http://www.state.nh.us/nhsl</a>
New Jersey	<a href="http://www.state.nj.us/statelibrary/njlib.htm">http://www.state.nj.us/statelibrary/njlib.htm</a>
New Mexico	<a href="http://www.stlib.state.nm.us">http://www.stlib.state.nm.us</a>
New York	<a href="http://unix2.nysed.gov">http://unix2.nysed.gov</a>
North Carolina	<a href="http://hal.dcr.state.nc.us/ncslhome.htm">http://hal.dcr.state.nc.us/ncslhome.htm</a>
North Dakota	<a href="http://www.sendit.nodak.edu/ndsl">http://www.sendit.nodak.edu/ndsl</a>
Ohio	<a href="http://winslo.ohio.gov">http://winslo.ohio.gov</a>
Oklahoma	<a href="http://www.state.ok.us/~odl">http://www.state.ok.us/~odl</a>
Oregon	<a href="http://www.osl.state.or.us/oslhome.html">http://www.osl.state.or.us/oslhome.html</a>
Pennsylvania	<a href="http://www.cas.psu.edu/docs/pde/LIBSTATE.HTML">http://www.cas.psu.edu/docs/pde/LIBSTATE.HTML</a>
Rhode Island	<a href="http://www.doa.state.ri.us/dsls">http://www.doa.state.ri.us/dsls</a>
South Carolina	<a href="http://www.state.sc.us/scsl">http://www.state.sc.us/scsl</a>
South Dakota	<a href="http://www.state.sd.us/state/executive/deca/st_lib">http://www.state.sd.us/state/executive/deca/st_lib</a>
Tennessee	<a href="http://www.state.tn.us/sos/statelib/tslahome.htm">http://www.state.tn.us/sos/statelib/tslahome.htm</a>
Texas	<a href="http://www.tsl.state.tx.us">http://www.tsl.state.tx.us</a>
Utah	<a href="http://www.state.lib.ut.us">http://www.state.lib.ut.us</a>
Vermont	<a href="http://dol.state.vt.us">http://dol.state.vt.us</a>
Virginia	<a href="http://leo.vsla.edu/lva/lva.html">http://leo.vsla.edu/lva/lva.html</a>
Washington	<a href="http://www.wa.gov/wsl">http://www.wa.gov/wsl</a>
West Virginia	<a href="http://www.wvlc.wvnet.edu/libpage.html">http://www.wvlc.wvnet.edu/libpage.html</a>
Wisconsin	<a href="http://badger.state.wi.us/agencies/dpi/dlcl">http://badger.state.wi.us/agencies/dpi/dlcl</a>
Wyoming	<a href="http://www-wsl.state.wy.us">http://www-wsl.state.wy.us</a>



A listing of these web sites can be accessed from the Wisconsin State Library web site address, the Delaware State Library web site address, or the NCLIS web site address (<http://www.nclis.gov>).

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\* Carrol Kindel manages survey operations focusing on data collection for Library, Common Core of Data (CCD), and Postsecondary IPEDS surveys. Roz Korb manages the two Cooperatives that support the Library surveys and the IPEDS surveys. The focus of the Cooperatives is survey content and analysis of collected data.



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FAX: 801-468-6767  
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**National Education Data Resource Center (NEDRC)**

If you provide two DOS formatted high density 3.5 diskettes and a self-addressed diskette mailer, the NEDRC will provide you the data files free of charge. The NEDRC also responds to requests for tabulations and limited analysis on the Public Library Survey data files and other NCES studies and surveys. See below for ways to contact the NEDRC.

**For more information:**

For more information about obtaining the report and data files through Internet, GPO, or NDRC, contact the **National Education Data Resource Center**. Send your request to NEDRC by Internet to: nedrc@inet.ed.gov; or send a fax to (703) 820-7465; or write to NEDRC at 1900 Beauregard Street, Suite 200, Alexandria, VA 22311-1722; or call (703) 845-3151.

**FSCS DIRECTORY 1997**  
**MENTOR STATE & TERRITORY ASSIGNMENT LIST**

<b>Mentors</b>	<b>States &amp; Territory Assigned</b>
Dianne Carty (MA)	AK, HI, NV, OR, WA, CNMI (Northern Marianas)
Diane Gunderson (MT)	AR, IL, LA, MO, OK, Guam
Keith Lance (CO)	AZ, CA, KS, NM, WI, WY
Libby Law (SC)	DC, IN, MI, NH, NC, PA
Sandi Long (UT)	ID, MN, NE, ND, SD
Gerry Rowland (IA)	AL, DE, KY, MD, MS, Puerto Rico
Diana Ray Tope (GA)	OH, TN, TX, VA, WV, Virgin Islands
Lawrence Webster (FL)	CT, ME, NJ, NY, RI, VT, Palau

**COSLA REPRESENTATIVES****FSCS DIRECTORY 1997  
CHIEF OFFICERS OF STATE LIBRARY AGENCIES  
LISTED BY STATE**

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HAWAII	Bartholomew A. Kane	808-586-3704	808-586-3715
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FSCS			
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MICHIGAN	George Needham	517-373-1580	517-373-4480
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MONTANA	Karen Strege	406-444-3115	406-444-5612
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NEVADA	Joan Kerschner	702-687-8315	702-687-8311
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NEW JERSEY	Jack Livingstone	609-292-6200	609-292-2746
NEW MEXICO	Karen J. Watkins	505-827-3804	505-827-3888
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OREGON	James Schepke	503-378-4367	503-588-7119
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WEST VIRGINIA	R. David Childers, Acting	304-558-2041	304-558-2044
WISCONSIN	William J. Wilson	608-266-2205	608-267-1052
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<u>U.S. TERRITORIES</u>	<u>NAME</u>	<u>TELEPHONE</u>	<u>TELEFAX</u>
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GUAM	Christine K. Scott-Smith	011-671-472-6417	011-671-477-9777
PUERTO RICO	Anabel Casey	809-754-5972	809-754-0843
REPUBLIC OF PALAU	Masa-Aki N. Emesiochl U.S. Office	011-680-488-2952 202-624-7793	011-680-488-1465 202-624-7795
U.S. VIRGIN ISLANDS	Jeannette Allis Bastian	809-774-3407	809-775-1887

**Comment [COMMENT9]:**

2 page duplexed

## APPENDIX L—FSCS STEERING COMMITTEE BY-LAWS

### By-Laws, FSCS Steering Committee

March 1997

#### Purpose

To develop procedures regarding FSCS, including database specifications, output, analysis, and use of data, quality control and training, long range planning, and related matters.

#### Membership

The steering committee shall consist of five (5) State Data Coordinators (SDCs) or other representatives designated by the state library agency (e.g., contractors, consultants) who are selected by state data coordinators at the annual business meeting. All terms shall be for three (3) years. Members can serve additional terms; but, must be off the committee for one (1) year between terms. In addition to the five (5) SDCs, ex-officio members shall include a representative of the Chief Officers of State Library Agencies (COSLA) and a representative of the U.S. National Commission on Libraries and Information Science (NCLIS), the FSCS coordinator at NCLIS, two (2) members of the National Center for Education Statistics (NCES) staff, the Director of the Office for Research and Statistics at the American Library Association (ALA), and others appointed contingent upon available funding.

Whenever possible decisions shall be reached by consensus. When voting is necessary, a majority of elected and ex-officio members present shall determine the outcome. When there is a matter that requires the representation of the views of all SDCs, the steering committee chair shall call for a vote of the five (5) elected members.

The Steering Committee (SC) shall serve as a nominating committee to draw up a slate of State Data Coordinator (SDC) nominees for elected positions on the SC that will become vacant due to the expiration of the term at the next annual meeting of the SDCs. Elections shall take place at the annual meeting of the SDCs. There shall be a minimum of two nominees per vacancy. The nominee(s) receiving the most votes shall fill the available vacancy(ies).

If a vacancy should occur before the expiration of the stipulated term, the SC shall also nominate a minimum of two SDCs for that seat. The SDC elected to fill a vacancy that occurred prior to the expiration of the term shall serve only the remainder of that term. This section does not prohibit the Chair of the SC from appointing an interim member to the SC who would serve until the next annual meeting. Newly-elected members of the SC shall begin their terms immediately after the conclusion of the annual meeting.

#### Officers

At the last meeting before the annual workshop, a Chair and Vice-Chair shall be elected by and from among the five (5) elected members. NCES shall designate or provide a secretary to record substantive actions of the committee and to provide draft minutes to the Committee members within 30 days of each meeting.

## **Meetings**

The Steering Committee shall hold at least three (3) meetings each calendar year. Other meetings may be called by NCES as needed for specific purposes. The FSCS Coordinator shall propose agendas to be reviewed and approved by NCES and members of the Steering Committee at least one month prior to each meeting. Each Steering Committee member shall receive a copy of the agenda at least one week prior to each meeting.

The elected members of the Steering Committee shall caucus at the beginning of the first day of each Steering Committee meeting. When discussion warrants, additional caucuses may be called by a majority of the elected members.

## **Sub-committees**

The Steering Committee may delegate responsibilities to sub-committees, as needed. Membership on sub-committees shall not be limited to Steering Committee members.

Standing sub-committees include: Data Use, Definitions, Technical and Training.

All sub-committees shall have charges to be reviewed annually.

Sub-committee members and chairs shall be appointed by the Chair of the Steering Committee contingent upon available funding.

## **Committee Reports and Work Plan**

The outgoing Chair shall present a report of the Committee's activities in the past year to the SDCs at their annual meeting.

At the Steering Committee's last meeting before the annual SDC meeting, the committee shall adopt planned objectives and activities for the following calendar year. The incoming Chair shall present these objectives and activities at the annual meeting for adoption by a majority of the SDCs present at that meeting.

Other recommendations regarding FSCS, which are adopted by the majority of the SDCs at their annual meeting, shall be referred to the committee for deliberation and action. Committee actions, as recorded in FSCS memos, will be provided to all state data coordinators.

Proposed additions and conceptual changes to FSCS data elements are subject to the FSCS Policy and Procedures For Review of Data Elements.

## **Amendment**

These by-laws may be amended by a two-thirds vote of the SDCs at their annual meeting.



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## **APPENDIX M—FSCS POLICY AND PROCEDURES FOR REVIEW OF DATA ELEMENTS**

### **FEDERAL-STATE COOPERATIVE SYSTEM FOR PUBLIC LIBRARY DATA**

#### **POLICY AND PROCEDURES FOR REVIEW OF DATA ELEMENTS**

Any changes to existing data elements or additions of new data elements should be undertaken only after careful consideration of:

- the burden placed on local public libraries and state libraries (For example, to what extent are data available or how feasible is it to collect data?)
- the extent to which policy formulation and analysis and decision-making would be improved or enhanced
- the effect on other data elements
- the extent to which integration with other data elements is possible.

The Definitions Subcommittee of the FSCS Steering Committee is responsible for:

1. ongoing review and analysis of existing data elements to determine whether a particular data element needs to be changed or deleted;
2. taking a proactive stance with respect to responding to a compelling need for the addition of a data element; and
3. limited editing of data elements and their definitions to correct grammar or spelling errors or to clarify meaning.

Although the Definitions Subcommittee has a special mandate to review data elements, any State Data Coordinator or member of the FSCS Steering Committee is eligible to propose that an FSCS data element be added, changed, or deleted.

The following schedule outlines a three-year cycle of procedures that should be followed as closely as possible in order to ensure thoughtful deliberation. Data elements edited by the Definitions Subcommittee, as outlined in number three above, will not be subject to this schedule.

#### **YEAR ONE**

1. At the annual meeting of State Data Coordinators, the proposed addition, change, or deletion should be identified.

2. The person(s) making the proposal shall submit it in writing to the Chair of the FSCS Steering Committee. The proposal should:
  - identify the proposed addition, change, or deletion;
  - provide a clear rationale for the proposed action; and
  - provide new or revised definitions.

The proposal may also address the methodology for collecting data from local public libraries as well as the methodology for collecting data from the States.

3. Time will be allowed during the annual meeting of State Data Coordinators to present proposals to the group for discussion.
4. The final proposal must be endorsed by at least ten (10) State Data Coordinators and forwarded to the FSCS Steering Committee before its first meeting of the following calendar year. The Chair of the Steering Committee will solicit issue papers in support of and in opposition to any proposed changes, additions, deletions from State Data Coordinators and Steering Committee members.
5. The Steering Committee will fully discuss the proposal and the issues related to methodology, training, and the impact on FSCS at its first meeting of the calendar year.
6. The NCLIS staff will send out a ballot on behalf of the Steering Committee to all State Data Coordinators. Included with the ballot will be any issue papers that have been submitted to the Steering Committee. A majority of State Data Coordinators must vote for the proposal for it to be adopted.
7. A record of the ballot results will be sent to all State Data Coordinators after the second meeting of the Steering Committee in the calendar year.
8. New and revised data elements will be addressed in the training plan for the next annual meeting of the State Data Coordinators.
9. State Data Coordinators will alert local public libraries to the change so that the local data collection and reporting effort can reflect the change.

## **YEAR TWO**

1. State Data Coordinators will receive training related to any new or revised data elements at the annual meeting.
2. A new or revised data element will be reported on a trial basis by any State Data Coordinator able to do so. Trial data will be electronically released but not published.

3. The Steering Committee will review trial data at its first meeting after the annual data submission (the second meeting of the calendar year). Any issues identified in this review related to new or revised data elements will be addressed in the training plan for the next annual meeting of State Data Coordinators.

### **YEAR THREE**

The added or changed data element will be reported in the annual data submission and will be electronically released and published.

### **EXAMPLE OF IMPLEMENTATION OF THE POLICY AND PROCEDURES FOR REVIEW OF DATA ELEMENTS**

Following the three-year schedule outlined in the "Policy and Procedures for Review of Data Elements" and assuming that the schedule unfolds without delay, the addition of a new data element would proceed something like this:

#### **YEAR ONE (December 1993-November 1994)**

The new data element is proposed at the December 1993 meeting of State Data Coordinators. During the meeting the proposal is submitted in writing to the Chair of the FSCS Steering Committee, and State Data Coordinators discuss its merits in open session. Ten (10) State Data Coordinators endorse the proposal during the annual meeting. The Chair of the Steering Committee solicits issue papers from those supporting and opposing the addition of this data element. (This assumes that there will not be unanimous agreement on the merit of any given data element proposal.) The Steering Committee fully discusses the proposal at its March 1994 meeting.

Soon after the March 1994 Steering Committee meeting, NCLIS staff mail the ballot and any relevant issue papers to all State Data Coordinators. (The return date for the ballot will take into account the fact that State Data Coordinators may need to discuss the proposal with their State Library administration and/or other colleagues before voting.) NCLIS staff inform State Data Coordinators that the new data element received majority approval.

State Data Coordinators alert local public libraries to the addition of the data element. This communication will take different forms, depending on the policies and practices of each State Library agency. Because of the variation in local fiscal (and thus, reporting) years, there may be a great deal of variation in the time it takes local public libraries to integrate the new data element with those that they already collect and report.

**YEAR TWO (December 1994-November 1995)**

State Data Coordinators receive training related to the new data element at the December 1994 annual meeting. Any State Data Coordinator able to do so will report the new data element in July 1995. These trial data will be reviewed by the Steering Committee at the August 1995 meeting.

**YEAR THREE (December 1995-November 1996)**

Trial data will be electronically released in spring 1996 but not published in the E.D. Tabs in summer 1996. Any issues identified in the Steering Committee review of the trial data (August 1995) become part of the training for Data Coordinators at the December 1995 annual meeting. The data submission in July 1996 will include the new data element and results will be electronically released in spring 1997 and published in summer 1997.

## **APPENDIX N—JOB DESCRIPTION OF STATE DATA COORDINATOR**

### **JOB DESCRIPTION OF STATE DATA COORDINATOR**

Once data coordinators are appointed, or as data coordinators function within their agency, they are often asked for a description of their function as a state data coordinator for the Federal State Cooperative System for Public Library Data (FSCS). The following description is a generic one in order to apply to all state data coordinators. Appointed by the State Librarian, the State Data Coordinator maintains a close relationship with the Chief Officer of the State Library Agency, keeping that person informed on FSCS.

#### **DUTIES AND RESPONSIBILITIES:**

Strengthens the liaison and fosters the cooperation between the federal and state governments;

Designs form for collection of data from local libraries, including FSCS data elements and definitions as well as additional data elements and definitions for collection of data used by the State Library;

Revises form, introducing new or revised data elements, as necessary;

Pretests/evaluates form to ensure that instructions and format works for the local libraries;

Educates and trains staff of local libraries in methods of completing forms;

Sends the form, definitions, and instructions to local libraries, allowing ample time for them to complete the form;

Answers questions about the form from local libraries;

Utilizes any appropriate and available methods to obtain high quality information from local libraries;

Collects data from all public libraries in state;

Reviews completed forms, whether they are submitted on paper, on diskette, or via modem, for obvious errors, making note of errors trends;

Determines the software and hardware necessary to complete accurate data entry in the following manner: relatively quick; accurate; easily learned and supervised; compatible with DECPLUS; allows for use in publishing state statistics;

Assures that the person who is charged with data entry has ample training on use of the hardware and software (Data Coordinator should have at least a general knowledge of the software and hardware, as well);

Supervises the data entry and/or performs data entry;

Edits the data;

Supervises downloading of data into DECPLUS;

Ensures that State Librarian has signed letter of submittal to the National Center for Education Statistics (NCES);

Submits data to NCES before the established deadline, including letter of explanation of error listing, if appropriate;

Communicates information about the FSCS program and state statistics to staff at the state library agency as well as staff throughout the state;

Participates in Annual FSCS Training Workshop;

Participates in FSCS meetings at the annual and midwinter conferences of the American Library Association;

As the state data coordinator, participates with other coordinators in an advisory group function;

As a member of the state data coordinator group, votes on definitions of data elements and utilizes the definitions approved by the group;

Promotes the use of national statistics generated by FSCS as good data to plan budgets and legislation, to develop standards, to make the value of libraries known to those served by libraries and to those that provide resources to them;

Submit proposals for adding, changing or deleting data elements;

Responds to and interprets the national library data.

8/21/92



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## **APPENDIX O—1997 FSCS STEERING COMMITTEE OBJECTIVES**

### **1997 STEERING COMMITTEE OBJECTIVES**

- Undertake a long range planning process for the Steering Committee to set goals and strategies for the next decade.
- Evaluate the March Annual Training Workshop.
- Complete the process for the 1997 endorsed proposals for new data elements.
- Continue to review and refine data element definitions.
- Support data collection projects in individual states and provide technical assistance.





## APPENDIX P—1997 FSCS SUBCOMMITTEE OBJECTIVES

### 1997 FSCS Subcommittee Objectives

#### **Data Use Subcommittee:**

- Improve timeliness of data release through proactive mentor system and work with NCES to speed internal processes.
- Continue advisory role in:
  - Imputation
  - Price Index
  - Geographic Mapping Task Force
  - Trend/time analysis
- Identify issues where FSCS data can be useful.

#### **Definitions Subcommittee**

- Revisit electronic output measures.
- Consider as new data elements.
  - Adult programming.
  - Other Professionals.
- Continue discussion of
  - Governance Issue.
  - Electronic subscriptions.

#### **Technical Subcommittee**

- Provide a timely and functioning version of DECPLUS.
- Stay on the leading edge of technologically with development of the next generation of DECPLUS.
- Continue to facilitate electronic transmission of data between the State and the federal levels.

**Training Subcommittee**

- Identity State Data Coordinator training needs.
- Plan Annual Training Workshop.
- Plan training for new State Data Coordinators.
- Promote awareness of funds available for training and technical assistance.
- Identify training needs in the Territories and facilitate training of representatives from the Territories.

## INDEX

- Address changes 5, 18, 19, 31, 33-35, 66, 70,  
 Administrative entity 3-5, 9, 18, 19, 22, 23, 25,  
 Administrative entity file 22, 23, 28, 29, 31, 36,  
 Administrative Entity Structure Changes 25, 40,  
 ASCII file 6, 30, 31, 104, 106, 107, 123, 171  
 Background of the Federal-State Cooperative Sys-  
   tem 1  
 Bookmobile 112, 137-139, 143, 149, 150, 152  
 Capital Outlay 63, 108, 110, 114, 129, 142, 156,  
 Change from Administrative Entity to Outlet 44,  
 Change from Outlet to Administrative Entity 37,  
 Characteristics File 23, 117, 167  
 Children 145  
 Circulation 1, 6, 63, 108, 110, 112, 114, 129,  
 Clipper 1, 167  
 Closed Administrative Entity 53, 73, 80, 81  
 Closed Outlet 87, 95, 96  
 Collections 112, 139, 151  
 Computer System 9, 13, 168  
 Conventions 10  
 Correction 34  
 Create Backup File 25, 115  
 Current Date 21, 22, 25  
 Data Elements 3, 7, 19, 23, 29, 30, 32, 54, 57,  
 Data File 5, 7-10, 22, 23, 25, 26, 28, 31, 33, 54, 55, 70,  
 Data Matching 7, 8, 27, 28, 31-34, 36-52, 54  
 dBASE 1, 7, 18, 29-31, 116, 119, 123, 167-169  
 DECPLUS Main Menu 18, 19, 23-25, 27, 28,  
 DECPLUS Package Contents 9  
 Main Menu 2, 6, 7, 17-19, 23-25, 27, 28, 33, 52-  
 Master File 7, 169  
 Matching Routine 27, 31-33, 52  
 Memory 10, 13, 123, 169-171  
 Name and Address Changes 5, 18, 31, 33-35, 71,  
 New Features 2  
 Not Available 4, 8, 19, 70, 73, 87, 142, 158  
 Not Collected 8, 158  
 Not Reported 8, 158  
 Office of Management and Budget 120  
 Official Name Change 33, 64, 65, 68, 69  
 Operating Expenditures 6, 54, 63, 64, 102, 140-  
 Operating Income 1, 63, 74, 76, 80-82, 91, 140,  
 DECPLUS Sequence 17  
 Definition 28-50, 52-54, 56-60, 163, 684, 1183, 888, 192,  
 Development of DECPLUS 1  
 DOS Version 66, 71-74, 76-80, 82, 83  
 ERROR.DAT 8  
 Error/Warning Check 102, 103, 153  
 Estimates 19, 70, 73, 87  
 E-mail 11-13, 120, 121, 174  
 File Format 7, 29-31  
 File Transfer Protocol 11, 121, 147  
 FSCS 38, 83, 89-91, 118, 151-23, 25, 29, 31-34, 36-39,  
   41-44, 48, 50, 51, 53, 57-70, 72, 74-78, 80-83, 86, 89-91, 94-97, 99-101, 103, 107,  
   53, 57-59, 61, 63, 64, 66, 67, 69, 70, 74  
 FSCS ID# 18, 25, 31-34, 36-39, 41-44, 48, 50, 51,  
 FSCS Submission Year 158, 160, 215-23, 25, 127, 167  
 FSCS.RPT 107  
 FTP 11-13, 18, 116, 117, 120, 121  
 Function Keys 6, 35, 56, 57, 71, 72, 85, 86  
 Glossary of Terms 9  
 Hardware 146, 170, 203, 204  
 Help 6, 23, 57, 62-64, 67, 72, 80, 86, 89, 91, 94  
 Historical Data Check 3, 6, 7, 28, 54, 103, 159  
 Historical Tracking 9, 18, 19  
 Import file specifications 3, 28-31, 124, 129, 131  
 Installation 62, 67, 70, 73, 77, 79, 84, 107, 119, 121, 123, 170,  
   171, 176, 104, 105, 110, 118, 124, 125, 121, 118, 253, 306, 734, 694, 7062, 178-183, 185-192  
 Keyboard and Function Keys 56, 71, 85  
 Legal Basis Code 4, 62, 112, 124, 135, 158  
 LIB ID # 33, 55, 58, 66, 69, 70, 73, 77, 87, 105, 107,  
   108, 112, 115, 117, 121  
 Lotus 1-2-3 18, 29-31, 124, 129, 130  
 Outlet 55, 58, 68, 69, 70, 78, 30, 87, 302, 39, 104, 105, 107-109, 111-113, 115, 117-119, 121, 124, 169,  
   43-54, 56-62, 67-70, 73, 75-77, 85-102, 108, 110, 115-117, 131, 133, 134, 137-  
 Outlet file 3, 28, 31, 37, 43, 53, 140, 158  
 Outlet Moves to a New Administrative Entity 52  
 Outlet Structure Changes 25, 46, 53, 69, 77, 85-  
 Overview of DECPLUS 17  
 Overview of import 27  
 PLUSXX.DBF 9, 115, 117, 120  
 Population 2, 4, 6, 7, 23, 26, 63, 67-69, 74, 76, 77, 80-82, 89, 91, 94, 96, 99, 108, 110,  
   158, 161, 163  
 Print Tables 10  
 PRNTMCH.RPT 155, 156, 161  
 Public Service Hours 1, 8, 54, 63, 102, 108, 110,  
   143, 144, 156, 157

- RAM 10, 13, 123, 167-170
- Read and Validate .....28, 31
- Reporting Period .....6, 23, 24, 26, 127, 167
- Reports 18, 105, 143, 198
- Requirements .....9, 10, 123, 138
- Revision History ..... 2
- Save File 5, 7, 119
- Save File to Send to NCES .....5
- Scrolling 10, 11, 58, 64
- Select Data File .....22, 26
- Select File .....22, 25, 26, 115
- Selecting the type of file to import.....28
- Service Outlets 1, 63, 74, 76, 80-82, 91, 137, 138, 154, 160
- Services 63, 64, 108, 127, 130, 134, 136-141, 143-147, 150, 152, 161, 162, 178-181, 185
- Setup 9
- Spreadsheets.....30
- Staff 9, 54, 63, 67, 74, 76, 80-82, 89, 91, 94, 144, 146, 147, 150, 152, 155, 156, 160-163, 197, 200, 201, 203, 204
- Starting 6, 21, 23, 24, 26, 60, 62, 115, 125, 127, 167
- State Data Coordinator 10, 127, 139, 140, 197, 199, 200, 202-204, 208
- State library agency 1, 127, 133, 135, 136, 139, 184, 197, 201, 203, 204
- State summary data.....2, 3, 18, 25, 108, 110-113
- Structure change 31, 33-36, 38, 42, 44, 47, 50-52, 54, 65, 66, 68-70, 83, 159
- Structure change error messages.....159
- Summary Data .....2, 3, 7, 18, 25, 108, 110-113
- Table Generation.....169
- Tables 1, 3, 7, 10, 18, 25, 108-111, 113
- Template File .....9, 22, 42, 52, 116
- Unduplicated Population of Legal Service Area....2, 6
- User Requirements.....10
- Using DECPLUS .....41, 57, 72, 86
- Valid Entries Only .....19
- View/Update Administrative Entity Record(s) 19, 62, 64
- View/Update Record(s) 3, 25, 27, 52, 56, 58-61, 64, 70
- Window 10, 11, 33, 34, 37, 39, 41, 43, 45, 46, 48-50, 52, 54, 63, 64, 66, 68, 70, 75, 77, 88, 90-93, 95, 97, 99, 100, 111, 113, 118, 119, 171
- 1 2, 29, 30, 54, 72, 86, 112, 153, 179
- 2 8, 18, 22, 23, 29-31, 67-69, 82, 96, 116, 118, 124, 129, 130, 158



